Household Sewage Treatment Systems

User's Manual

Household Sewage Treatment Systems

Health District Information System
HDIS (Windows Ver. 4.0)

Copyright © 1998 by **CHC** Software, Inc
All Rights Reserved

CHC **Software, Inc.**
Specialist in Comprehensive Health Care Software
helpdesk@hdis.org

Table of Contents

Introduction 1
About This Manual 1
Navigation 2
Entering a Household Sewage Treatment System 4
Owner/Applicant 6
Site Review/Fees 7
Permit 9
Treatment 11
Other Devices 15
Disposal 16
Inspection Record 18
O/M 20
Sewer Connection 21
Comments 22
GIS/GPS 23
Print Button 24
Reports 26
Maintenance - Add/Delete/Modify Tables 29

Introduction

This program is designed to assist you in organizing a systematic approach to entering your household sewage treatment systems and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Sewage Treatment Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read [ENTER], press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed **[ ]** instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**

Navigation

Whenever you see one click the left side of your mouse once.

Whenever you see two click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

Starting HDIS

MICROSOFT Windows Users

Start

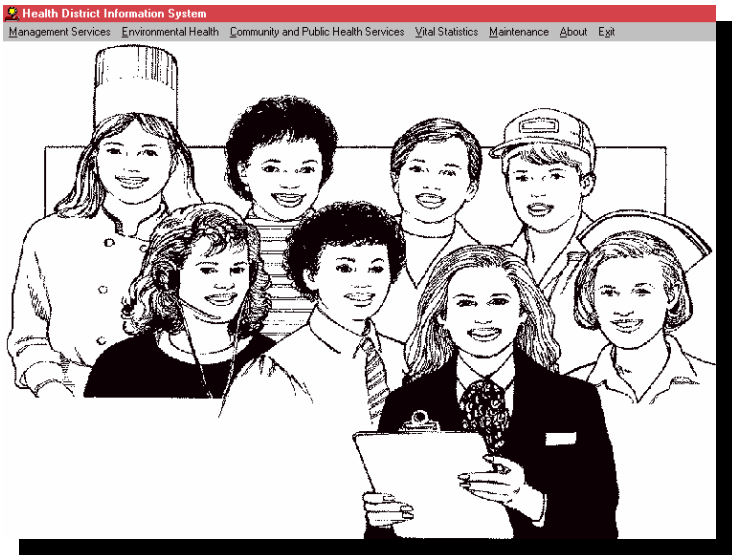
Programs

Health District Info Systems

HDIS

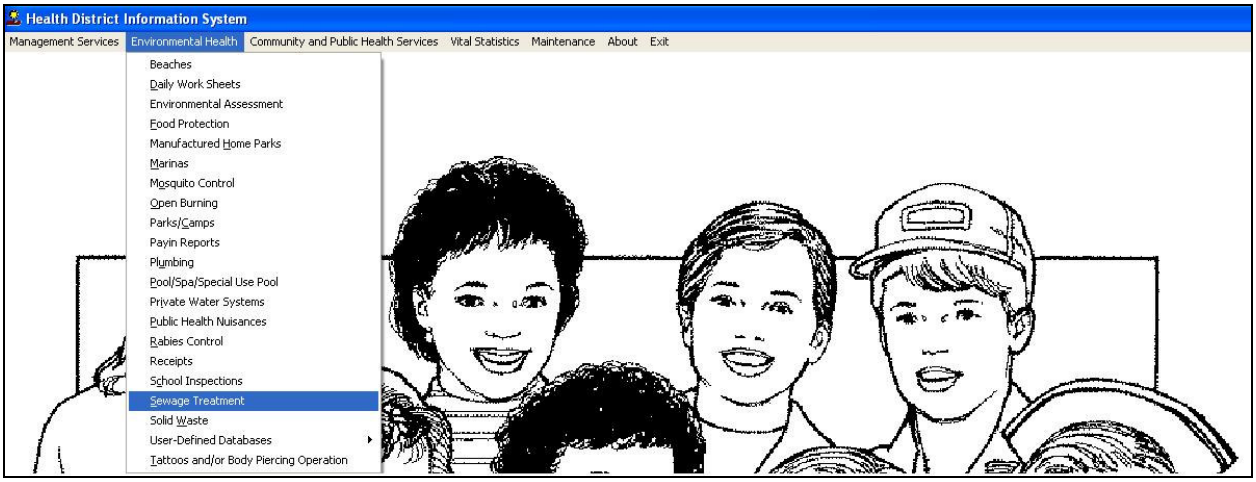
Health District Information System Menu Bar

HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Sewage Treatment module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.

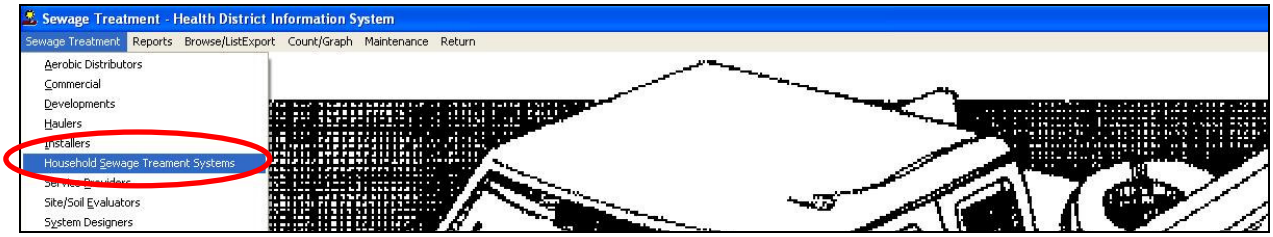


Select Environmental Health

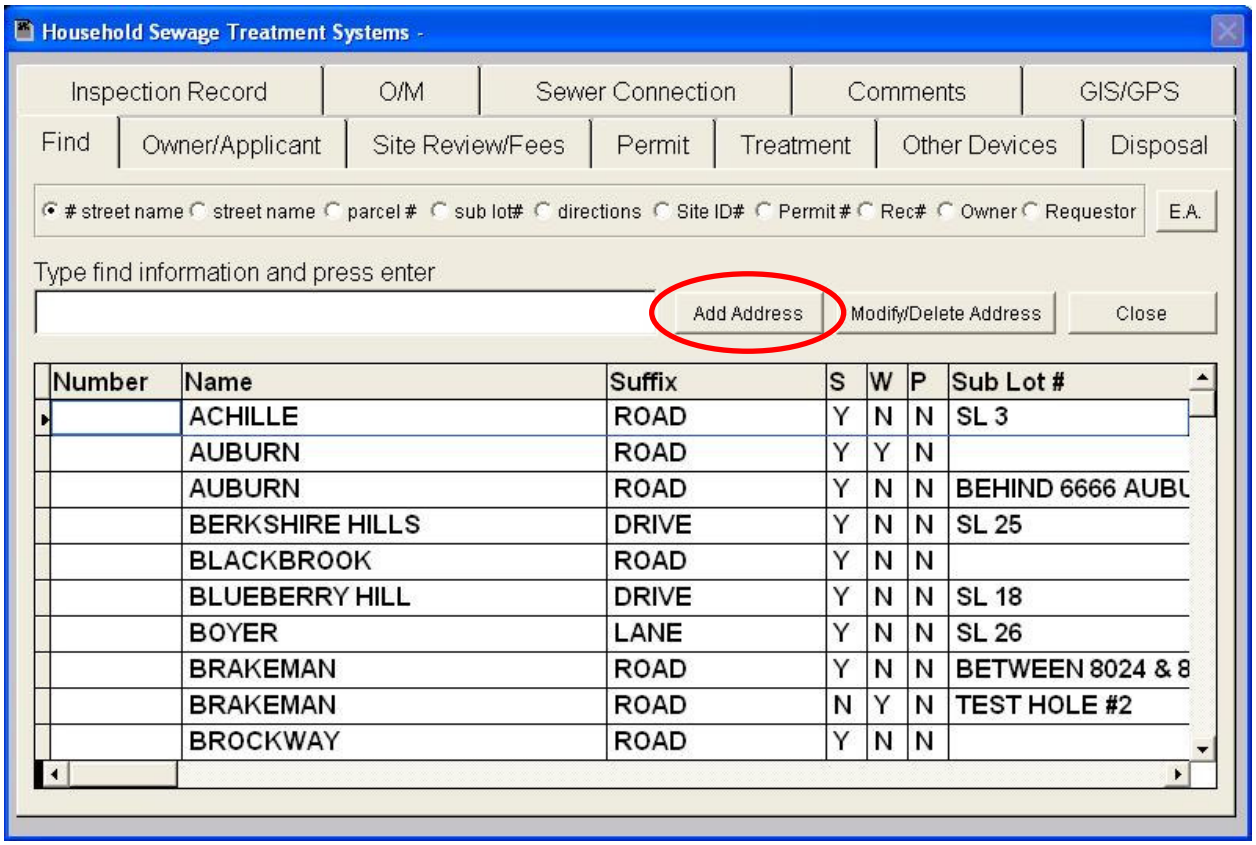
Select Sewage Treatment



Household Sewage Treatment Systems

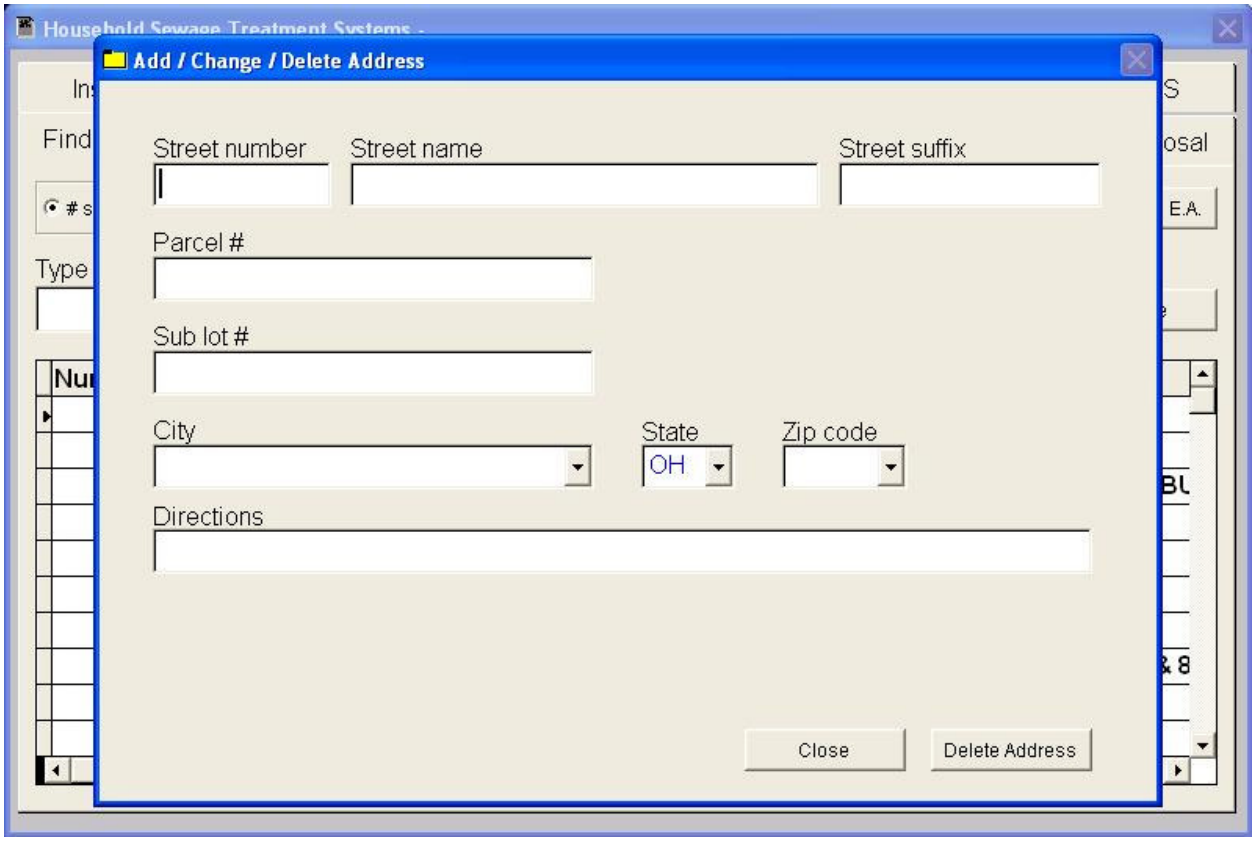


Entering a Household Sewage Treatment System



The **FIND** tab on the Household Sewage Treatment Systems window is for locating a sewage treatment system. You can browse through the grid to find an address or type the address in the **Type find information and press enter** field and then press the **Enter** key on your keyboard. Click the "**Add Address**" button to enter a new address.

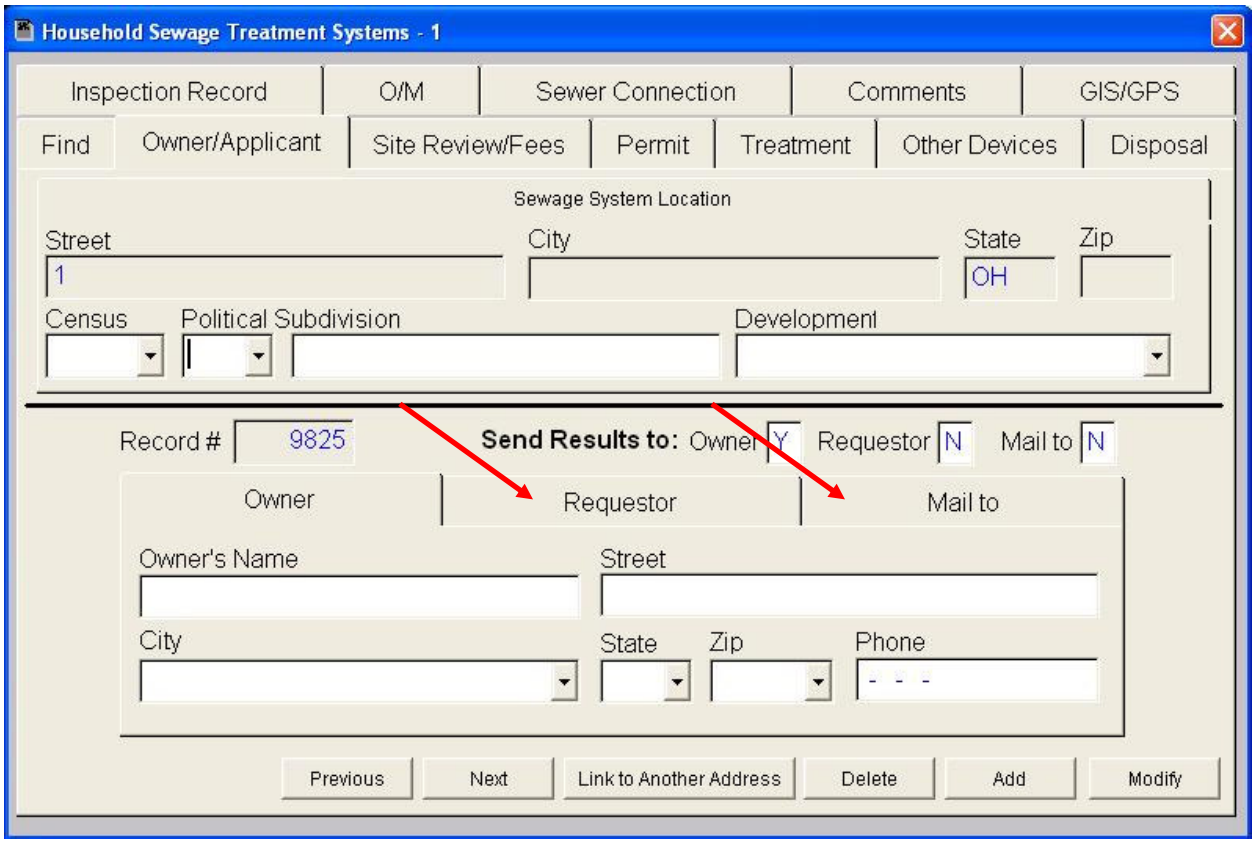
Radio Button	**Description**
# Street Name	Click to find a location by street number and name
Street name	Click to find a location by street name
Parcel #	Click to find a location by parcel #
Sub lot #	Click to find a location by sub lot #
Directions	Click to find a location by directions
Site ID #	Click to find a location by site ID #
Permit #	Click to find a location by permit #
Rec #	Click to find a location by record #
Owner	Click to find a location by owner name
Requestor	Click to find a location by requestor name
E.A.	Click to view the Environmental Assessment on that address
Modify/Delete Address	Click to modify or delete an existing address
Close	Click to exit the program



Once you have clicked the "**Add Address**" button, you can begin to enter information into the fields. Remember, you can use the "**Tab**" or the "**Enter**" button to advance from field to field. On this page, you will fill out information on the address.

When finished, click "**Close**".

Owner/Applicant



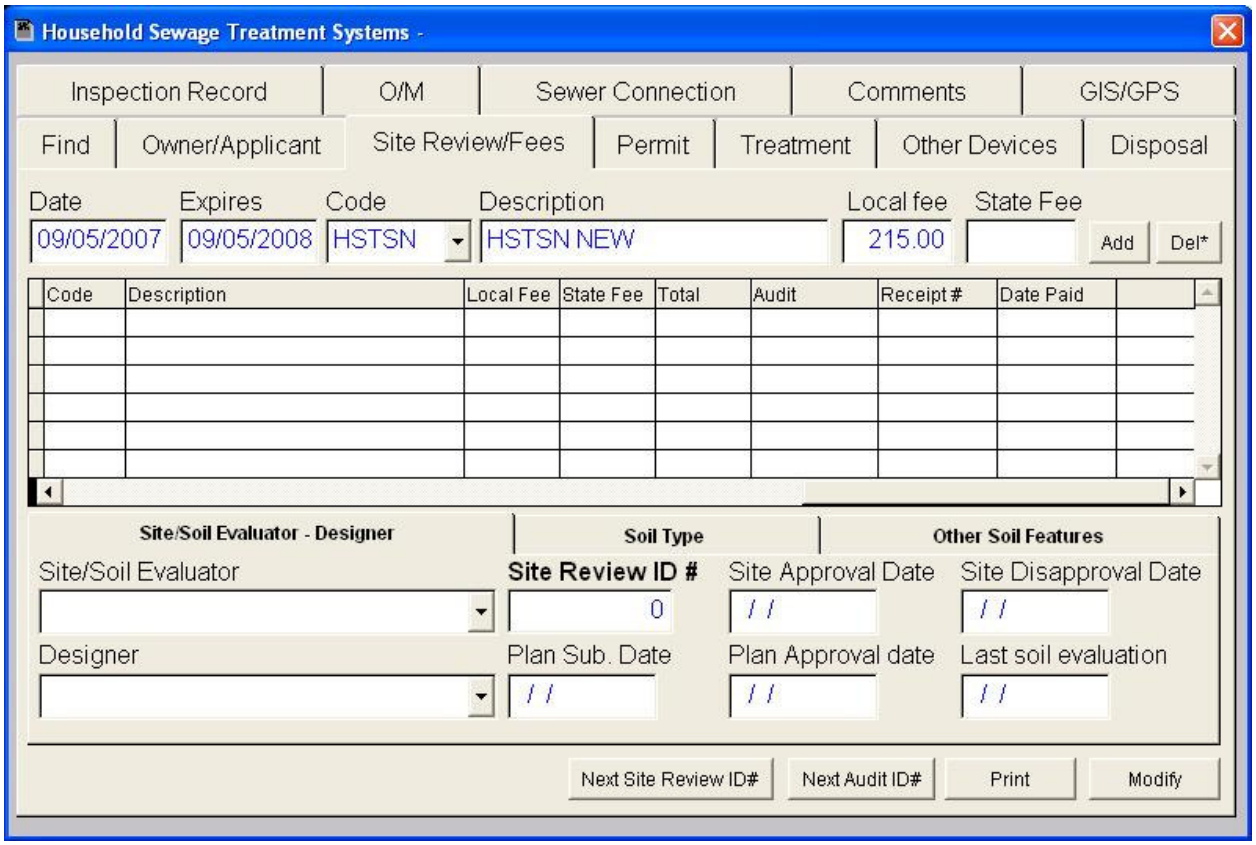
The **Owner/Applicant** information page is for entering information on the owner, requestor, and the "mail to" address of the household sewage treatment system.

**** NOTE:** Be sure not to miss the **Requestor** and **Mail to** tabs at the bottom of the page.

Button	**Description**
Previous	Click to go to the previous sewage system
Next	Click to go to the next sewage system
Link to Another Address	Click to link the sewage system to another address
Delete	Click to delete the sewage record
Add	Click to add another sewage system
Modify	Click to modify the record

Site Review/Fees

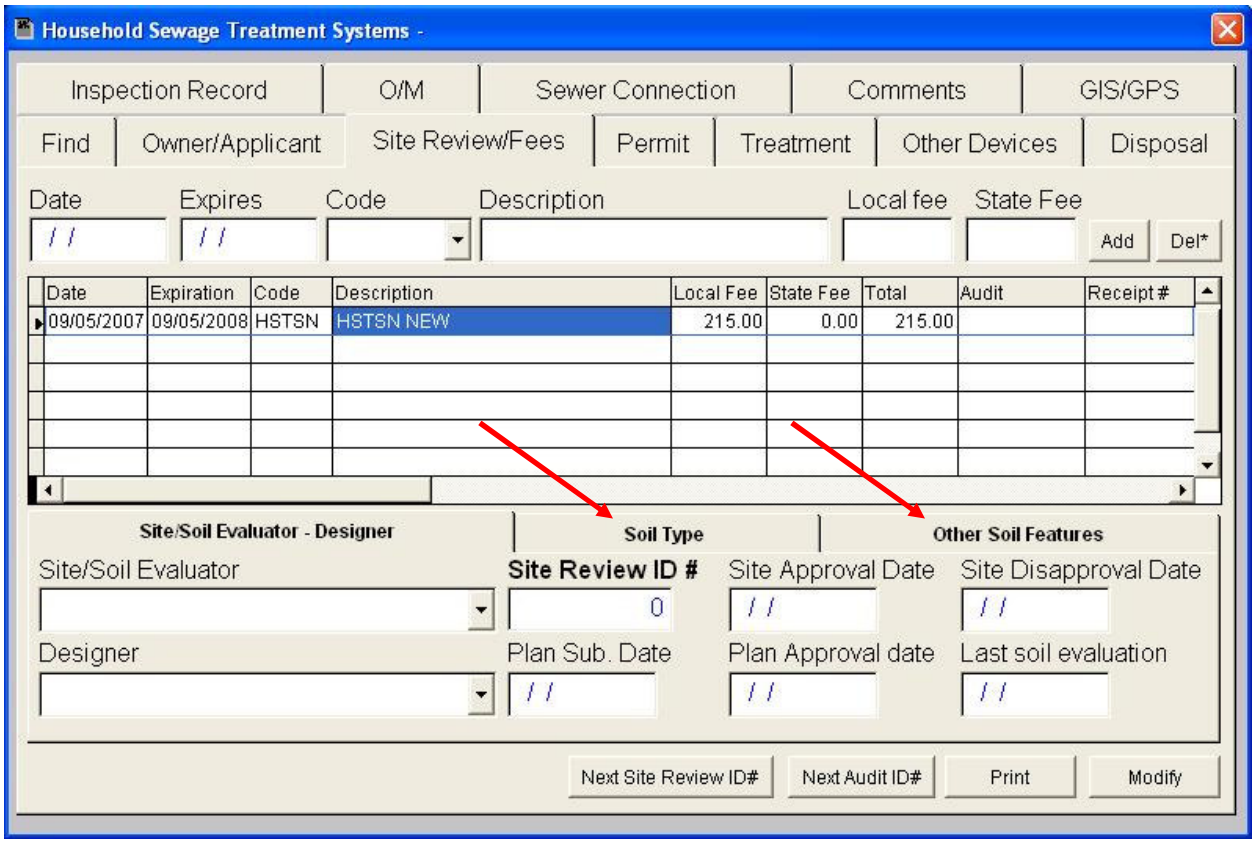
Site Review/Fees



The **Site Review/Fees** page is for adding fees for the property. To enter a fee, fill out the information in the fields across the top of the page and click the "**Add**" button.

Button	**Description**
Add	Adds a fee to the grid
Del*	Right – click to delete a fee from the grid
Next Site Review ID #	Click to assign the next available site review id # to the property
Next Audit ID #	Click to assign the next available audit # to the property
Print	Click to open the print window
Modify	Click to modify the record

Add



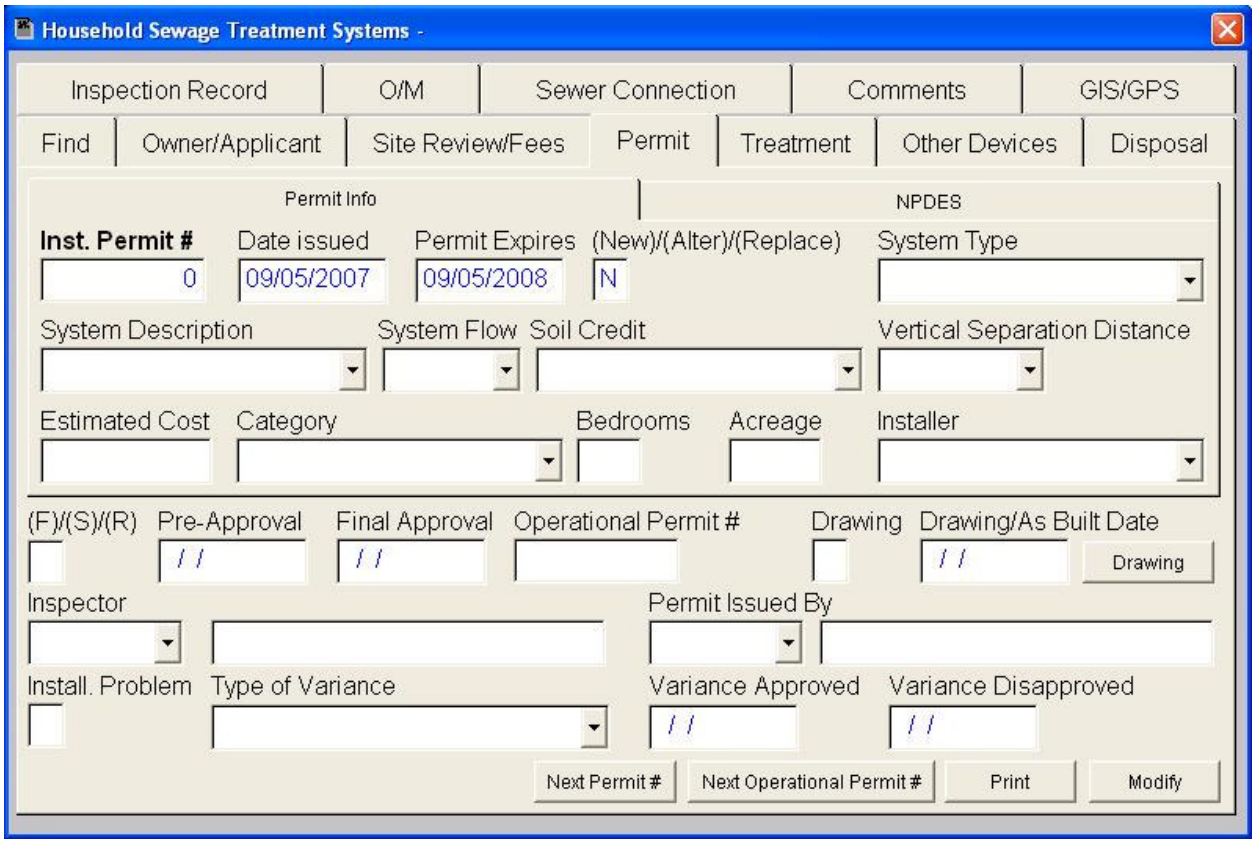
Once the **Add** button is clicked, the fee is added to the grid below. You can add as many fees as needed to the grid.

** **NOTE:** Be sure not to miss the **Soil Type** and **Other Soil Features** tabs at the bottom of the page.

.

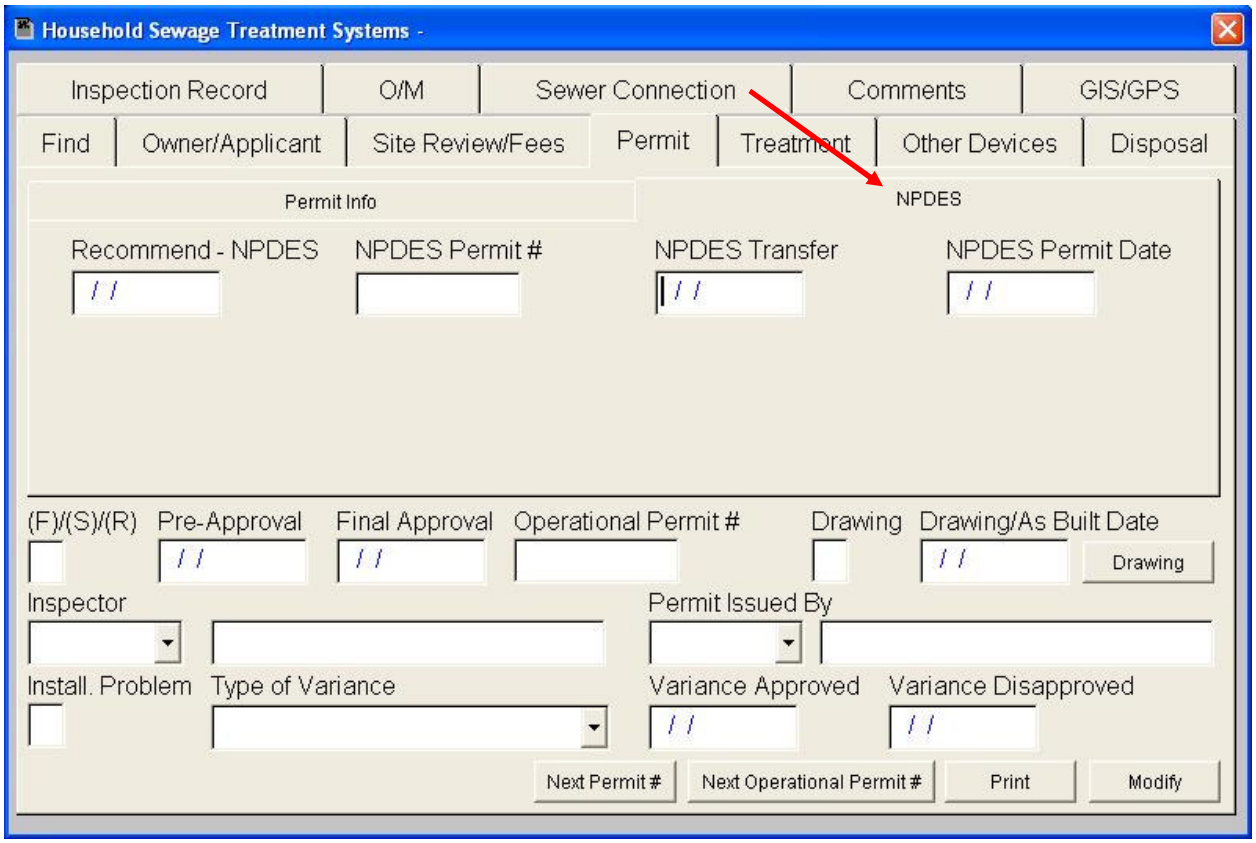
Permit

Permit



Button	Description
Drawing	You may save drawings in a folder and link them to this record. The drawings may be .pdf or .jpg. Set up the drawings folder in your general profile. Then click to view a drawing of the property
Next Permit #	Click to assign the next available internal permit # to the property
Next Operational Permit #	Click to assign the next operational permit # to the property
Print	Click to open the print window
Modify	Click to modify the record

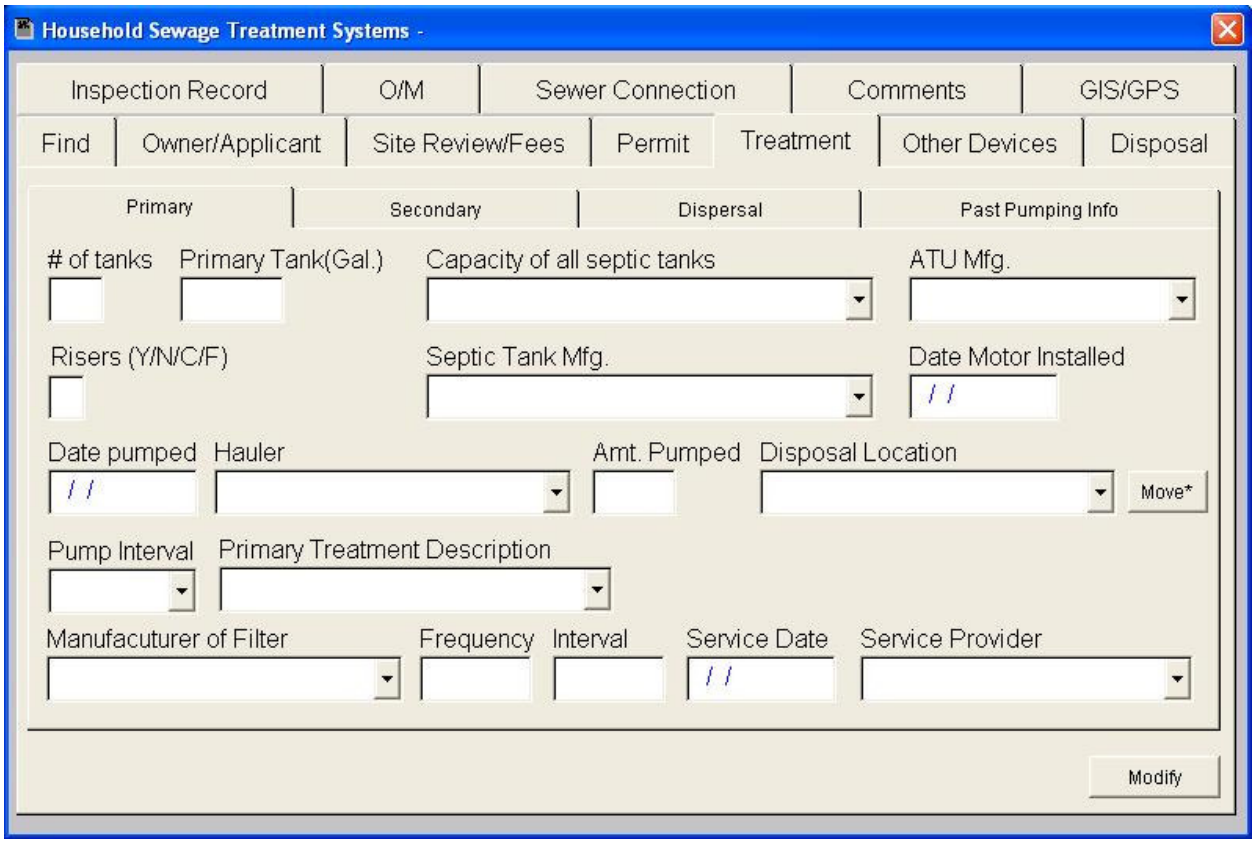
NPDES



Be sure not to miss the **NPDES** tab located in the top right corner of the **Permit** page.

Treatment

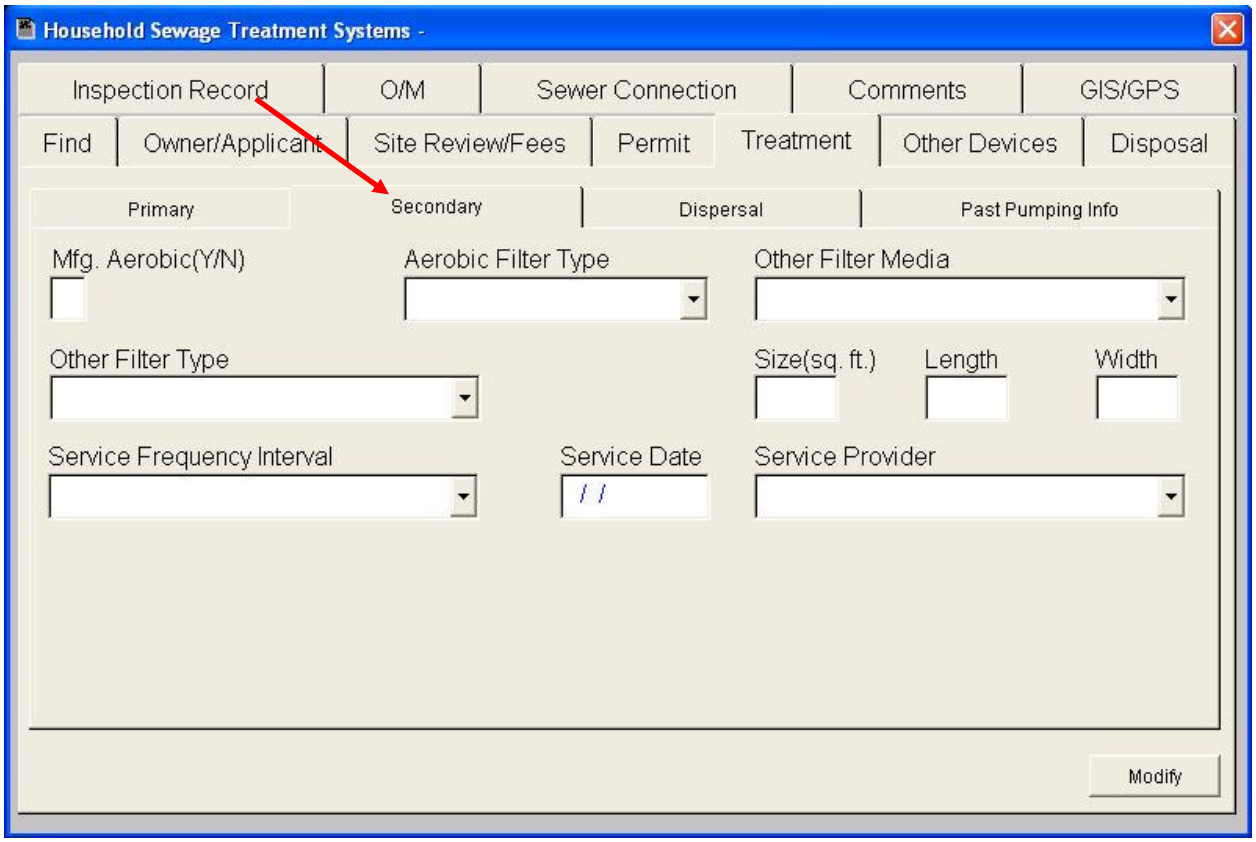
Treatment



The **Treatment** page is split into 4 separate tabs.

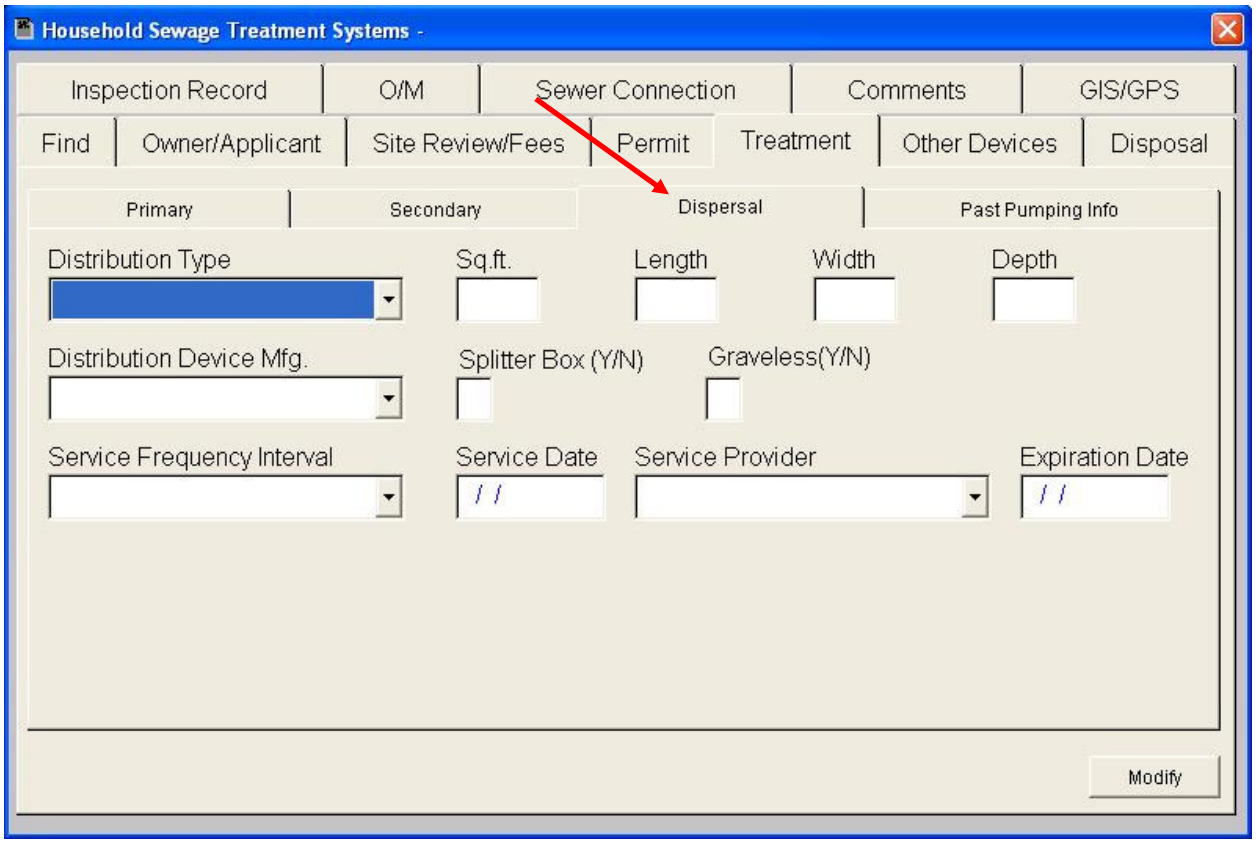
Button	Description
Move*	Before adding the current pump information, right click the move button to move old information to Past Pumping Info window tab
Modify	Click to modify the record

Secondary



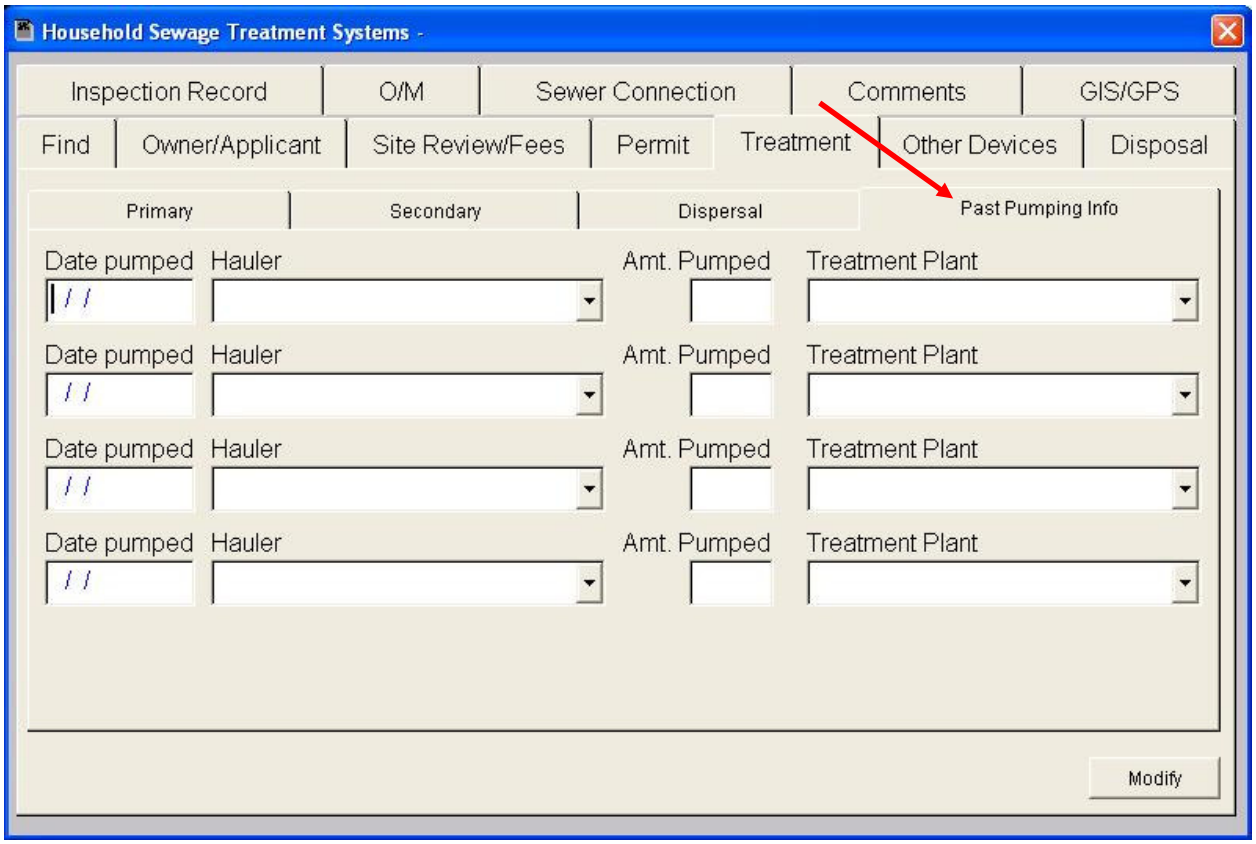
Button	Description
Modify	Click to modify the record

Dispersal



Button	Description
Modify	Click to modify the record

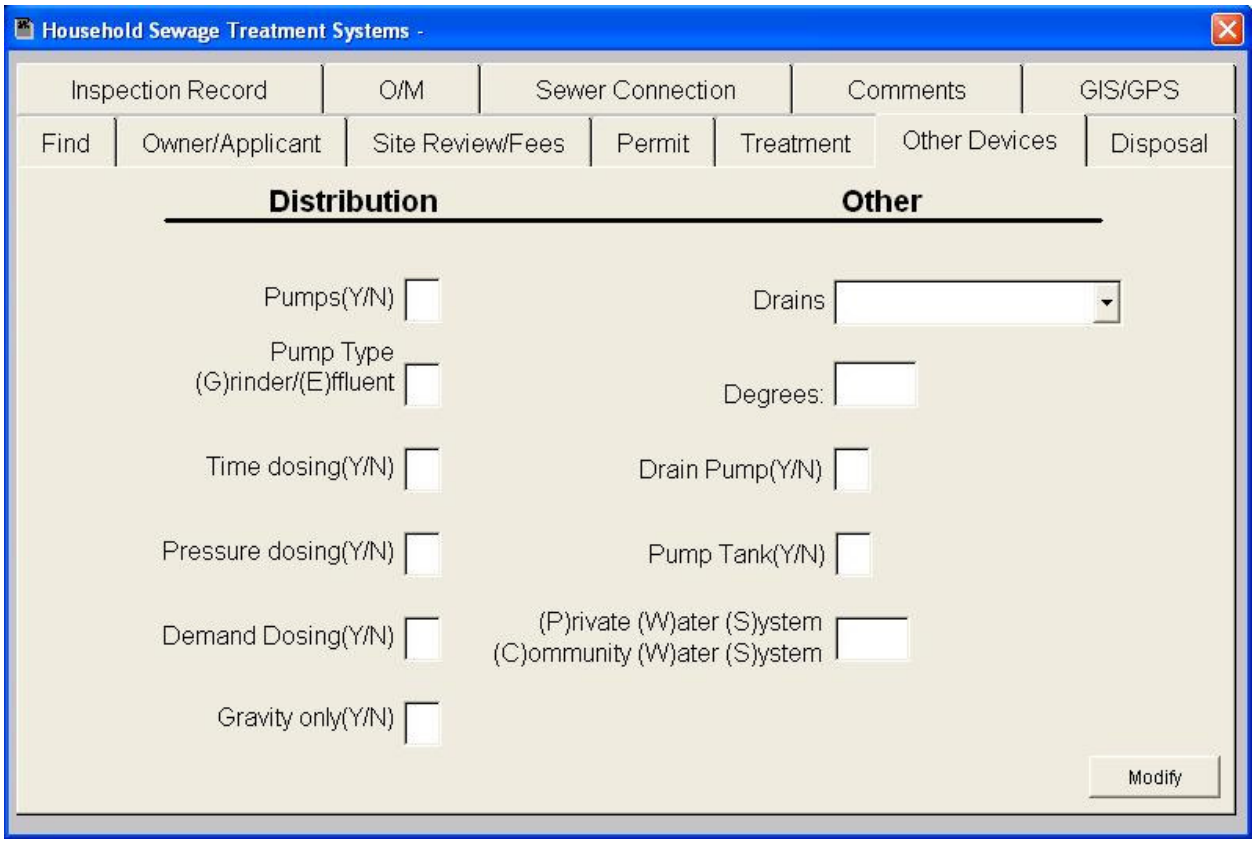
Past Pumping Info



Button	Description
Modify	Click to modify the record

Other Devices

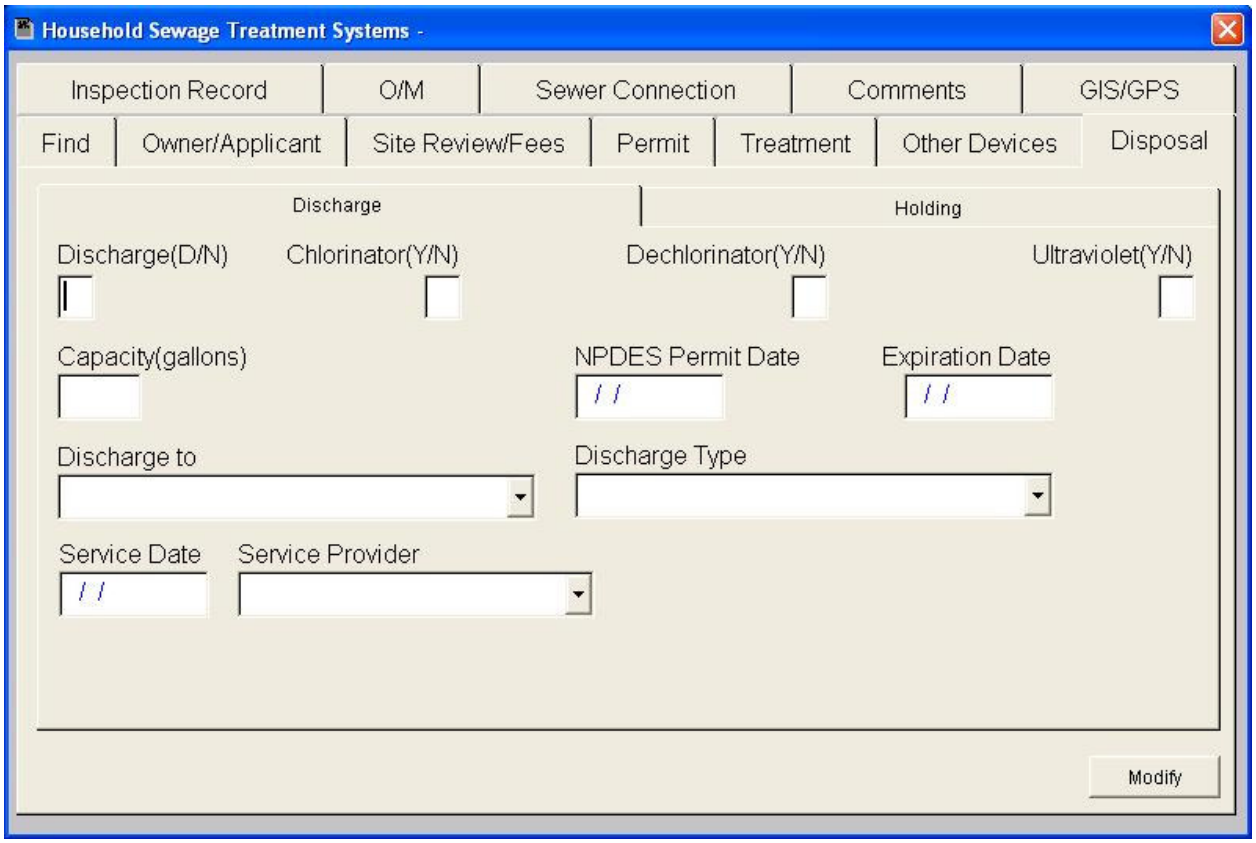
Other Devices



Button	Description
Modify	Click to modify the record

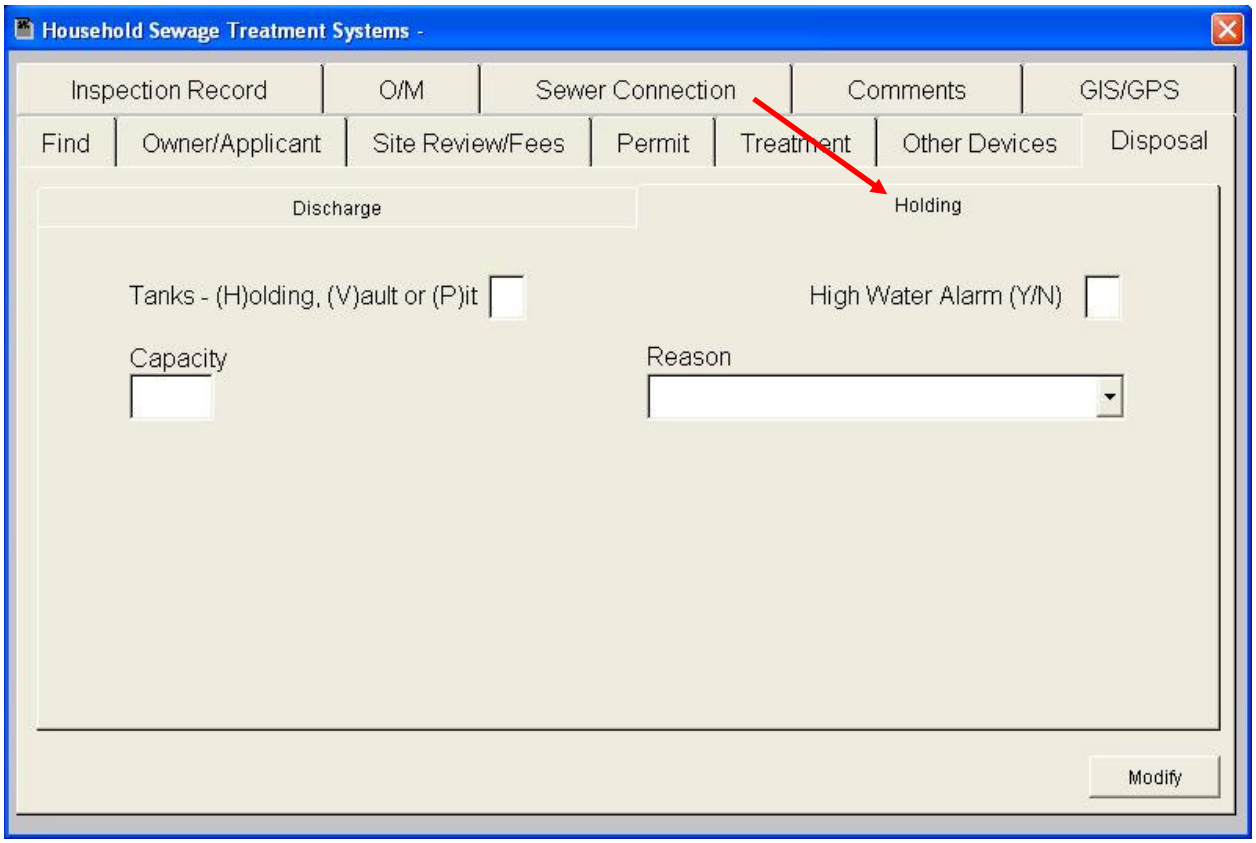
Disposal

Disposal



Button	Description
Modify	Click to modify the record

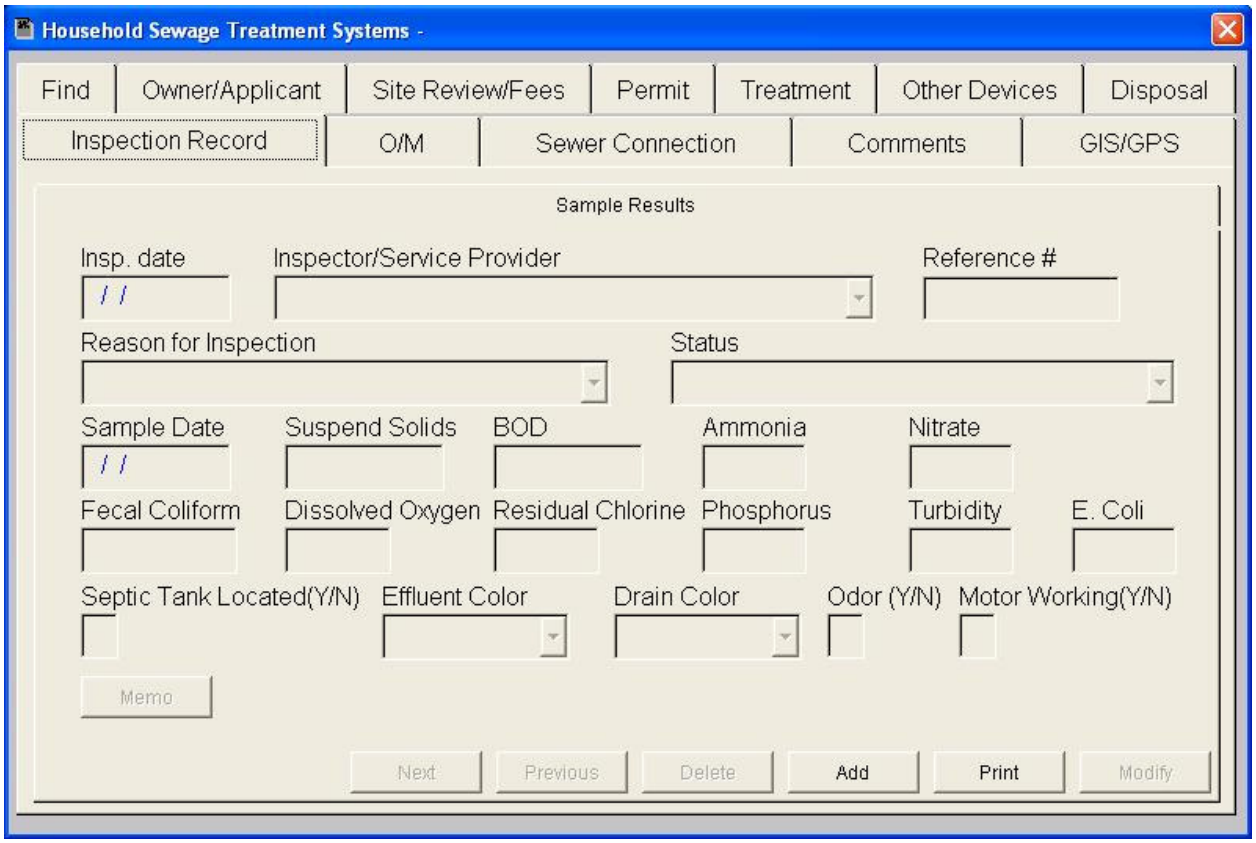
Holding



Button	Description
Modify	Click to modify the record

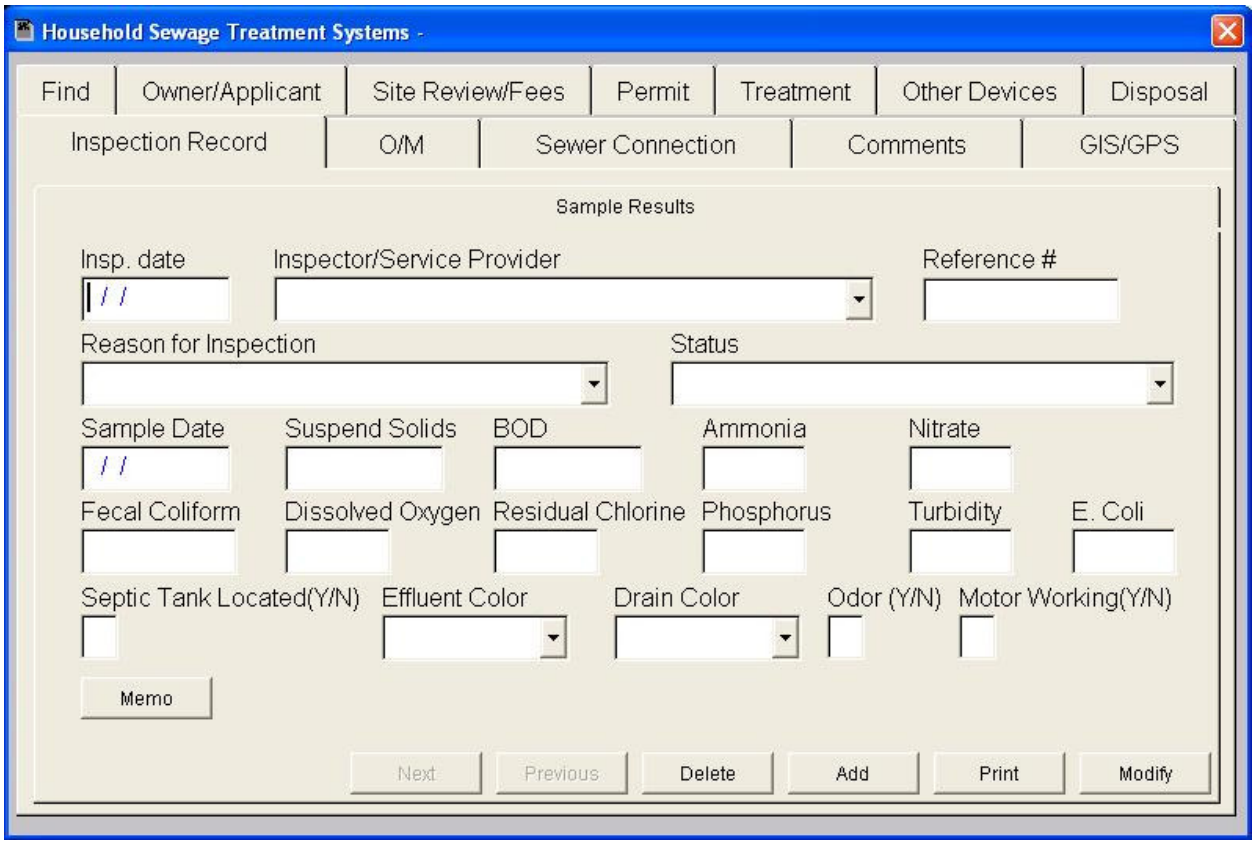
Inspection Record

Inspection Record



The **Inspection Record** tab is disabled until you click the "**Add**" button to add an inspection. **You are able to enter unlimited inspections.**

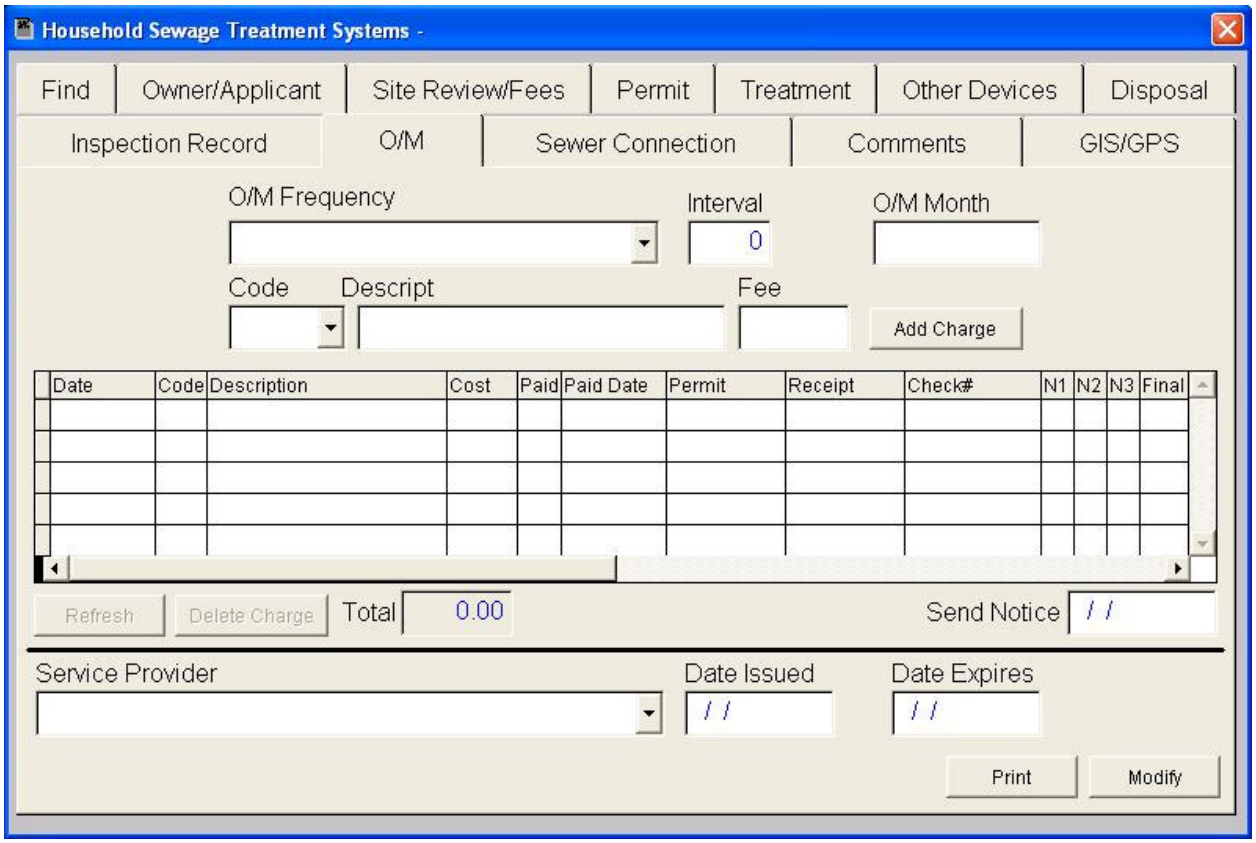
Add



Field/Button	Description
Memo	Click to enter general notes on the inspection
Next	Click to go to the next inspection
Previous	Click to go to the previous inspection
Delete	Click to delete the inspection
Add	Click to add an inspection
Print	Click to open the print window
Modify	Click to modify a record

O/M

O/M

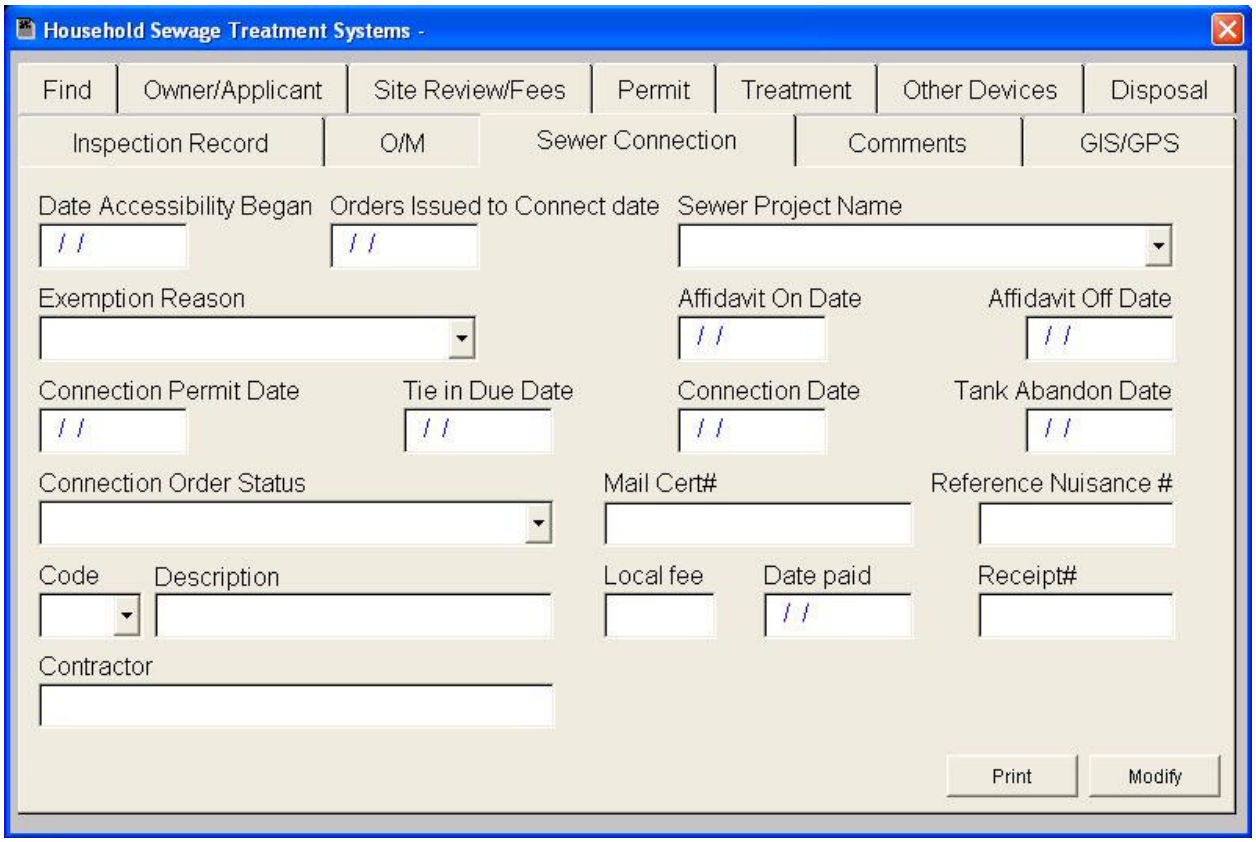


The **O/M** page is similar to the **Site Review/Fees** tab and is for adding fees for annual operation and maintenance. To enter a fee, fill out the information in the fields across the top of the page and click on the "**Add**" button.

Field/Button	**Description**
Add Charge	Click to add a charge to the grid
Refresh	Click to refresh the charges in chronological order
Delete Charge	Click to delete a charge in the grid
Print	Click to open the print window
Modify	Click to modify a record

Sewer Connection

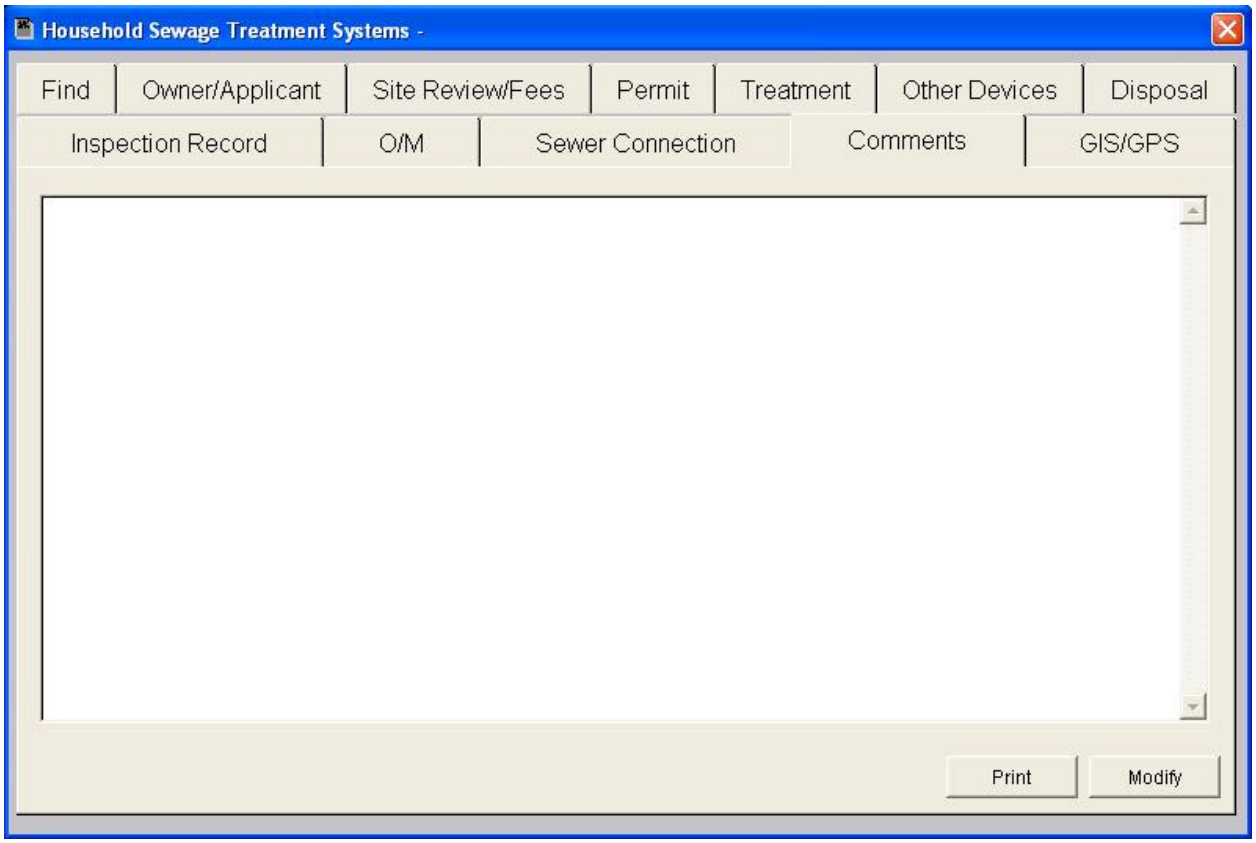
Sewer Connection



Field/Button	Description
Print	Click to open the print window
Modify	Click to modify the record

Comments

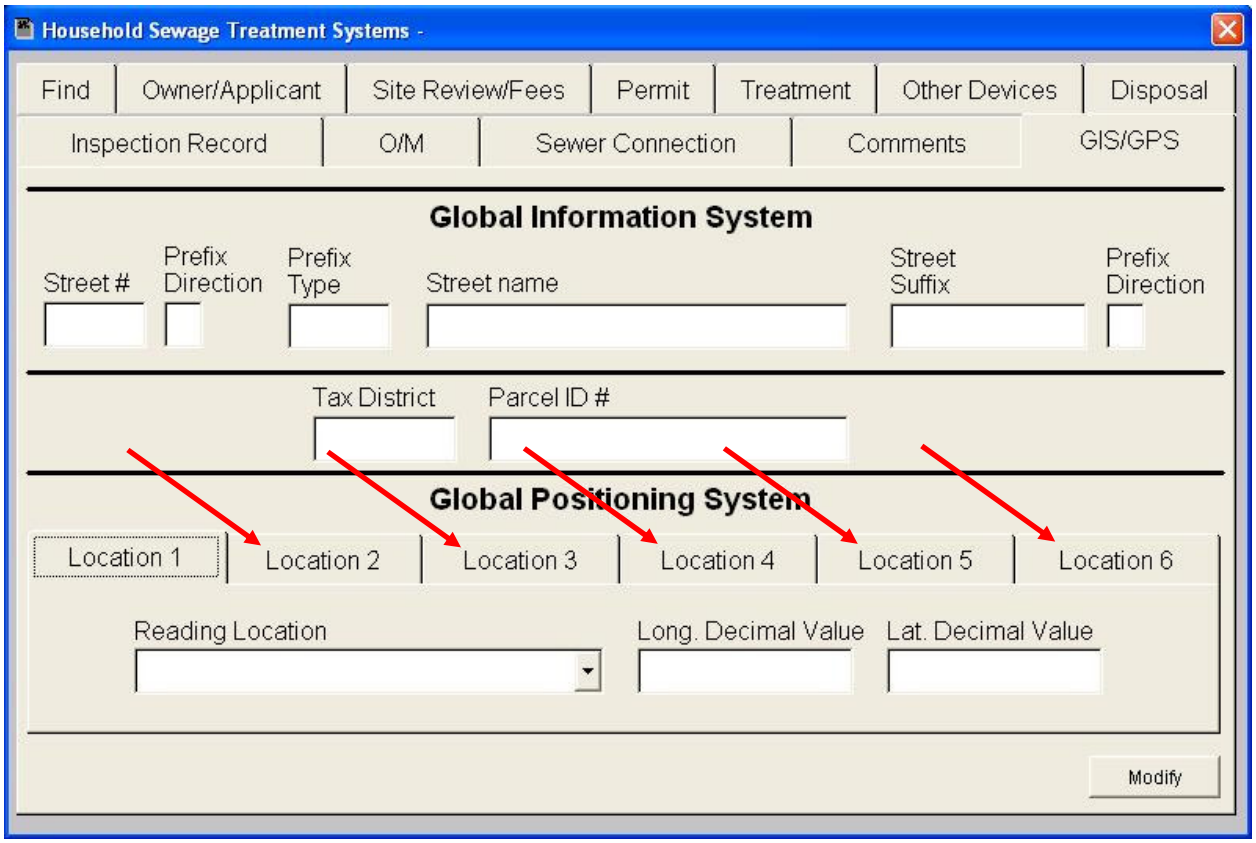
Comments



Field/Button	Description
Print	Click to open the print window
Modify	Click to modify the record

GIS/GPS

GIS/GPS

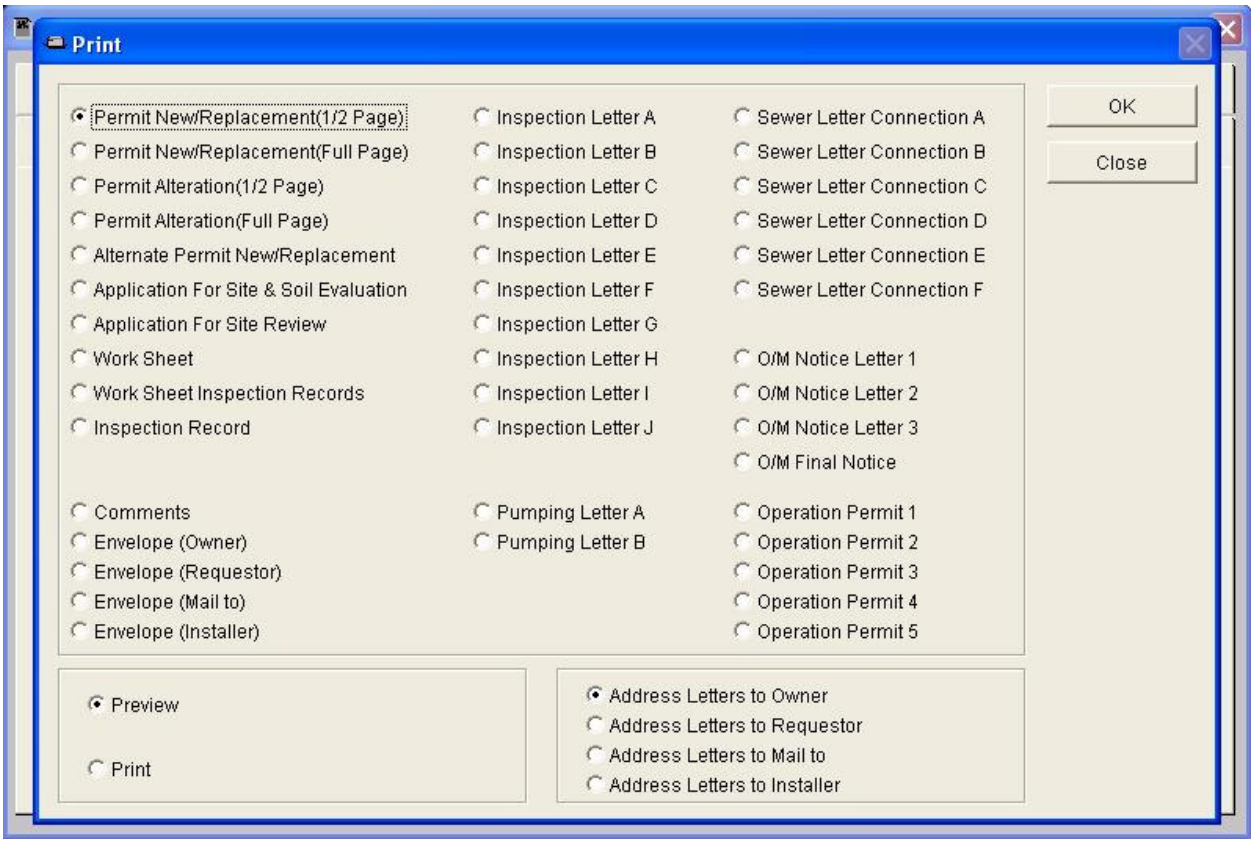


The "**GIS/GPS**" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	**Description**
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude **DECIMAL** value of the location.
Longitude Decimal Value	Enter the longitude **DECIMAL** value of the location.
Modify	Click to modify the information on the page.

Print Button

Print



Print: The print button is available on all the tabs

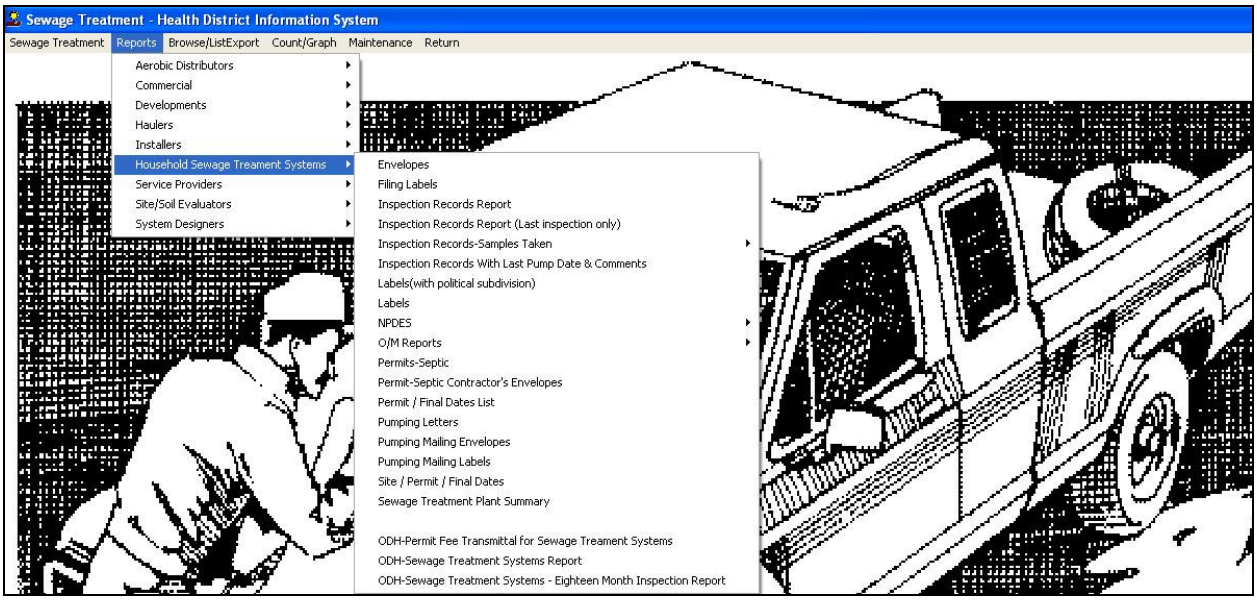
**** Note: All permits, application, and letters are designed under the Maintenance Menu.****

Field/Button	Description
Permit New/Replacement (1/2 Page)	Prints the New/Replacement Permit on a ½ page.
Permit New/Replacement (Full Page)	Prints the New/Replacement Permit on a full page.
Permit Alteration (1/2 Page)	Prints the Permit Alteration on a ½ page.
Permit Alteration (Full Page)	Prints the New/Replacement Permit on a full page.
Alternate Permit New/Replacement	Prints the alternate new/replacement permit.
Application for Site & Soil Evaluation	Prints the application for site and soil evaluation.
Application For Site Review	Prints the application for site review.
Work Sheet	Prints the sewage treatment system work sheet.

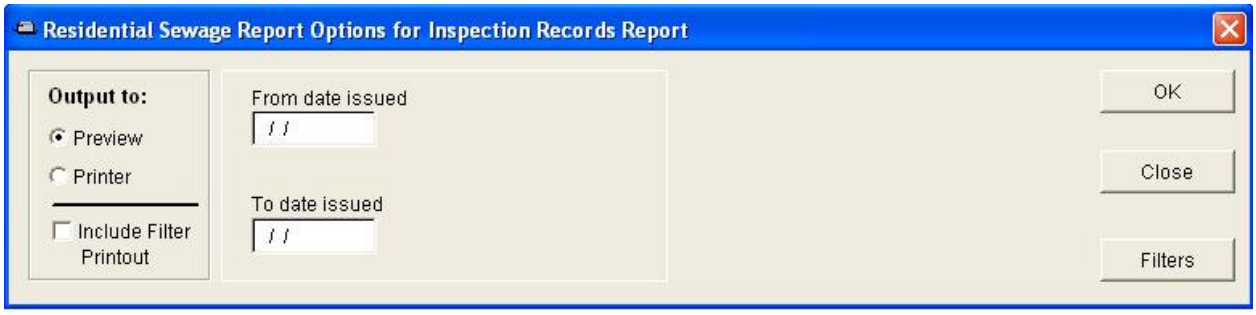
Work Sheet Inspection Records	Prints the work sheet inspection records.
Inspection Records	Prints the inspection records.
Comments	Print the comment page.
Envelope (Owner)	Prints an envelope addressed to the owner.
Envelope (Requestor)	Prints an envelope addressed to the requestor.
Envelope (Mail to)	Prints an envelope addressed to the “mail to”.
Envelope (Installer)	Prints an envelope addressed to the installer.
Inspection Letters A – J	Prints the selected inspection letter.
Pumping Letters A – B	Prints the selected pumping letter.
Sewer Connection Letters A – F	Prints the sewer connection letter.
O/M Notice Letters 1 – 3	Prints the selected O/M notice letter.
O/M Final Notice	Prints the O/M final notice.
Operation Permits 1 – 5	Prints the selected operation permit.
Address Letters to Owner	Addresses the selected letter to the owner.
Address Letters to Requestor	Addresses the selected letter to the requestor.
Address Letters to Mail to	Addresses the selected letter to the “mail to”.
Address Letters to Installer	Addresses the selected letter to the installer.
OK	Prints/previews the form.
Close	Closes the print menu.
Preview	Selects the output to preview.
Print	Selects the output to the printer.

Reports

Reports



The Sewage System program has a set of pre-defined reports to choose from. Each report will ask for a "**From date issued"** and a "**To date issued.**



You may preview the report before printing. Also, you have the ability to use filters to build a query.

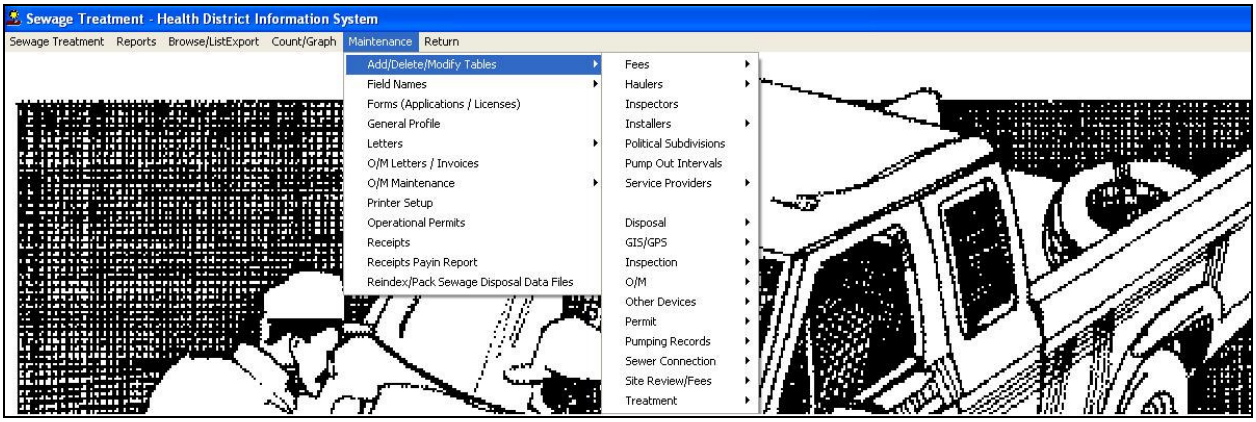
Reports

Report	Description
Envelopes	Addresses envelopes to the addresses.
Filing Labels	Prints filing labels for your addresses.
Inspection Records Report	Prints inspection record based on **from** and **to** dates entered.
Inspection Records Report (last inspection only)	Prints the last inspection record report for each address.
Inspection Records (last sample taken)	Prints the last inspection record that a sample was taken for each address.
Inspection Records – Samples Take - Average	Summary Report by Political Subdivision of samples taken
Inspection Records – Samples Take – Detail by Political Subdivision by Street	Detail Report by Political Subdivision of samples taken
Inspection Records With Last Pump Date & Comments	Generates inspection records with the last pumping date and comments.
Labels (with political subdivision)	Generates mailing labels titled by political subdivision
Labels	Generates mailing labels addressed to the household sewage treatment system
NPDES By Transfer Date	Report needed for EPA
NPDES By Recommended Coverage	Report needed for EPA
NPDES By Removed Discharge	Report needed for EPA
O/M Accounts Receivable	Unpaid O/M charges
O/M Address Verification	Prints by O/M month of addresses to be inspected.
O/M Envelopes	Generates envelopes to all
O/M Inspection Forms	Generates inspection forms for all
O/M Letters	Generate O/M letters to all
O/M List by Date Paid	List of addresses that paid
O/M Mailing Labels	Generates mailing labels to all
O/M Past Due List	Generates a list of past due accounts
O/M – Permits	Generate O/M permits that are created under the maintenance menu
O/M – Service Provider List	Generates an O/M service provider list.
Permits – Septic	Generate septic permits that are created under the maintenance menu
Permits – Septic Contractor's Envelopes	Generates envelopes addressed to the septic contractor
Pumping Mailing Envelopes	Generates envelopes addressed to the pumping contractors
Pumping Mailing Labels	Generates mailing labels addressed to the pumping contractors
Site/Permit/Final Dates	Information List of systems installed for any time period

Sewage Treatment Plant Summary	Prints the amount of sewage per treatment plant
ODH – Permit Fee Transmittal for Sewage Treatment Systems	Required by ODH
ODH – Sewage Treatment Systems Report	Required by ODH
ODH – Sewage Treatment Systems – Eighteen Month Inspection Report	Required by ODH

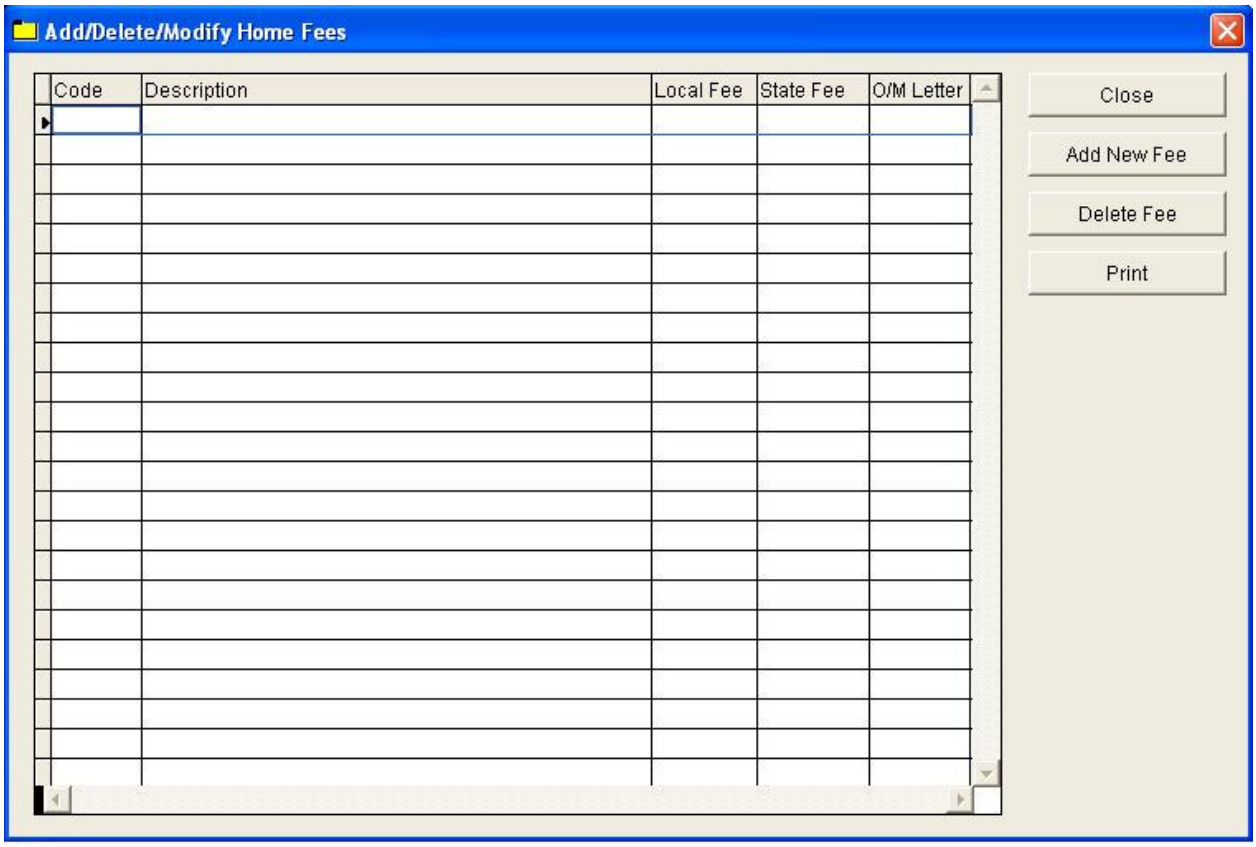
Maintenance - Add/Delete/Modify Tables

Maintenance



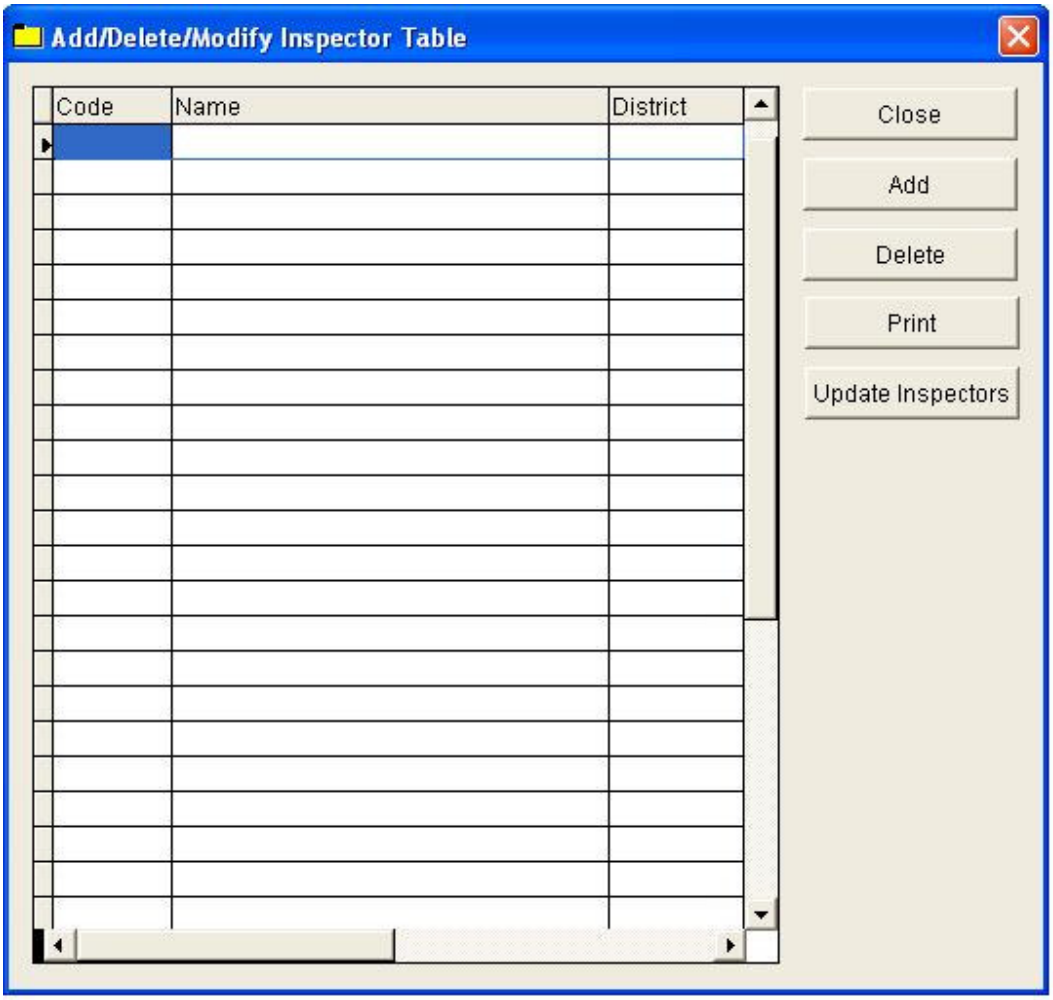
The maintenance menu contains a list of the tables that you can modify for your program.

Fees – Household Sewage Treatment Systems



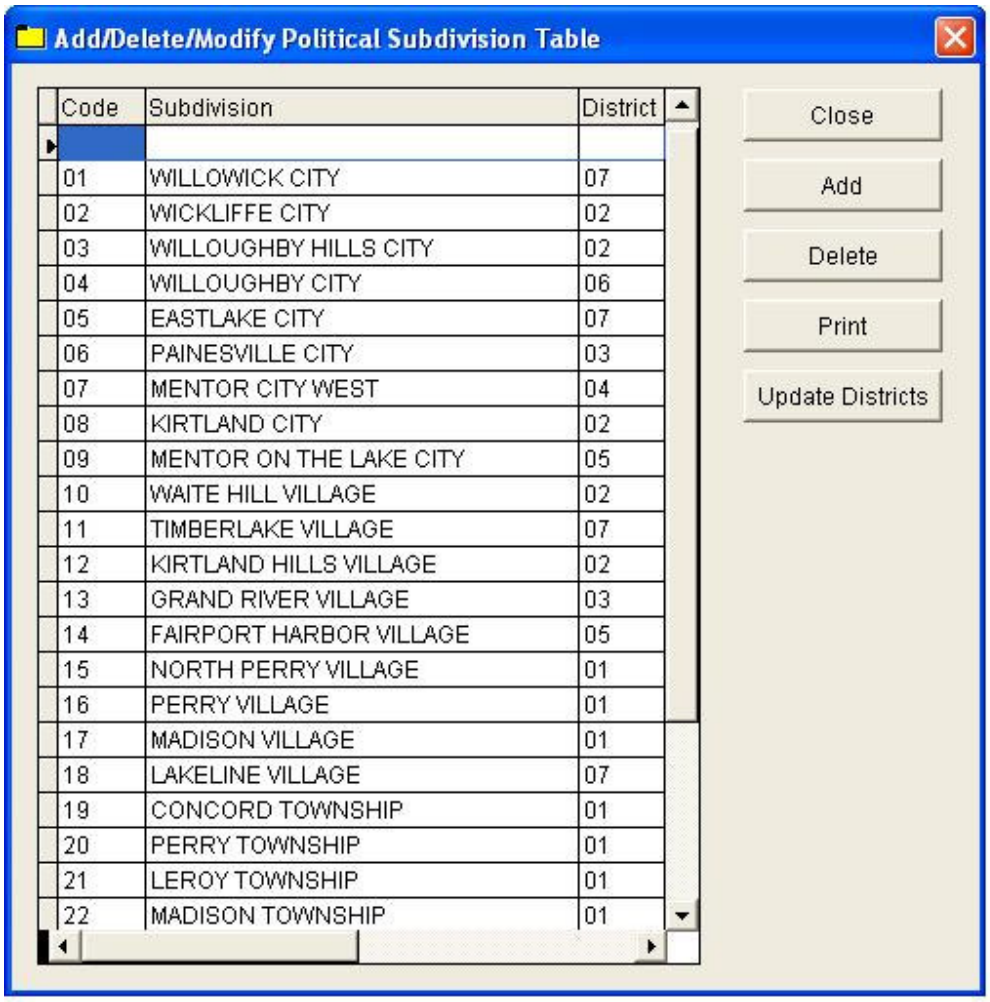
Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code
Local Fee	Enter your local health department fee
State Fee	Enter state fee
O/M Letter	Used to indicate what fee goes with what O/M letter
Close	Closes the table
Add New Fee	Adds a new fee to the table
Delete Fee	Deletes the highlighted fee
Print	Prints a list of fee codes

Inspectors



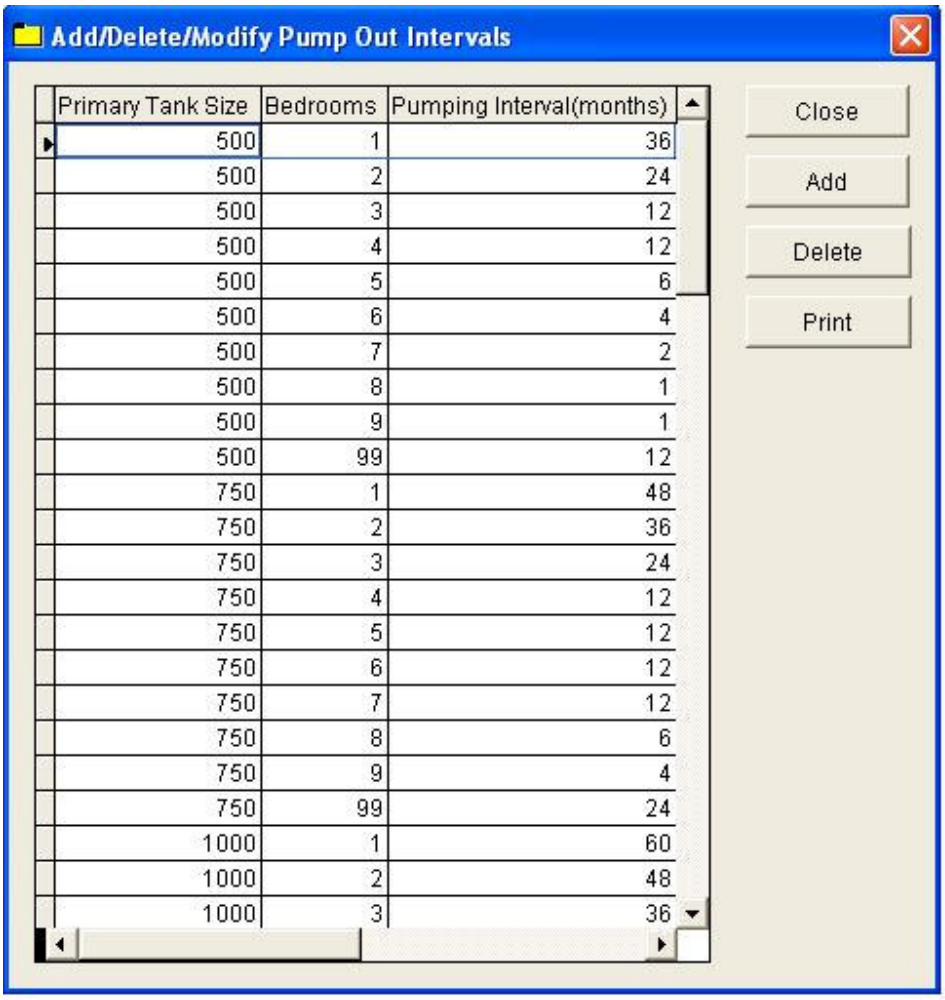
Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the inspector's district (optional)
Close Button	Closes the table
Adds Button	Adds an inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	Use this to assign inspectors by political subdivision.

Political Subdivisions



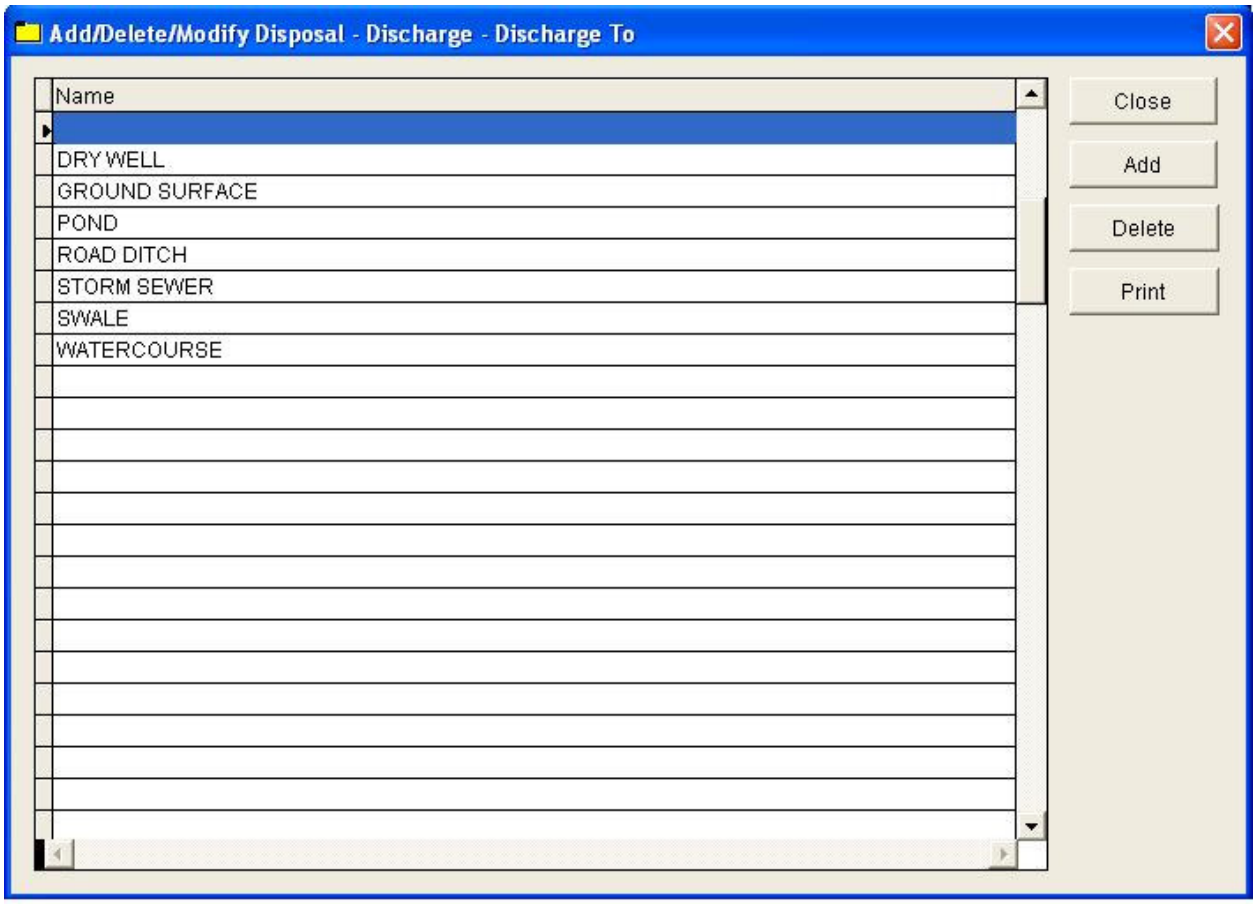
Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Pump Out Intervals



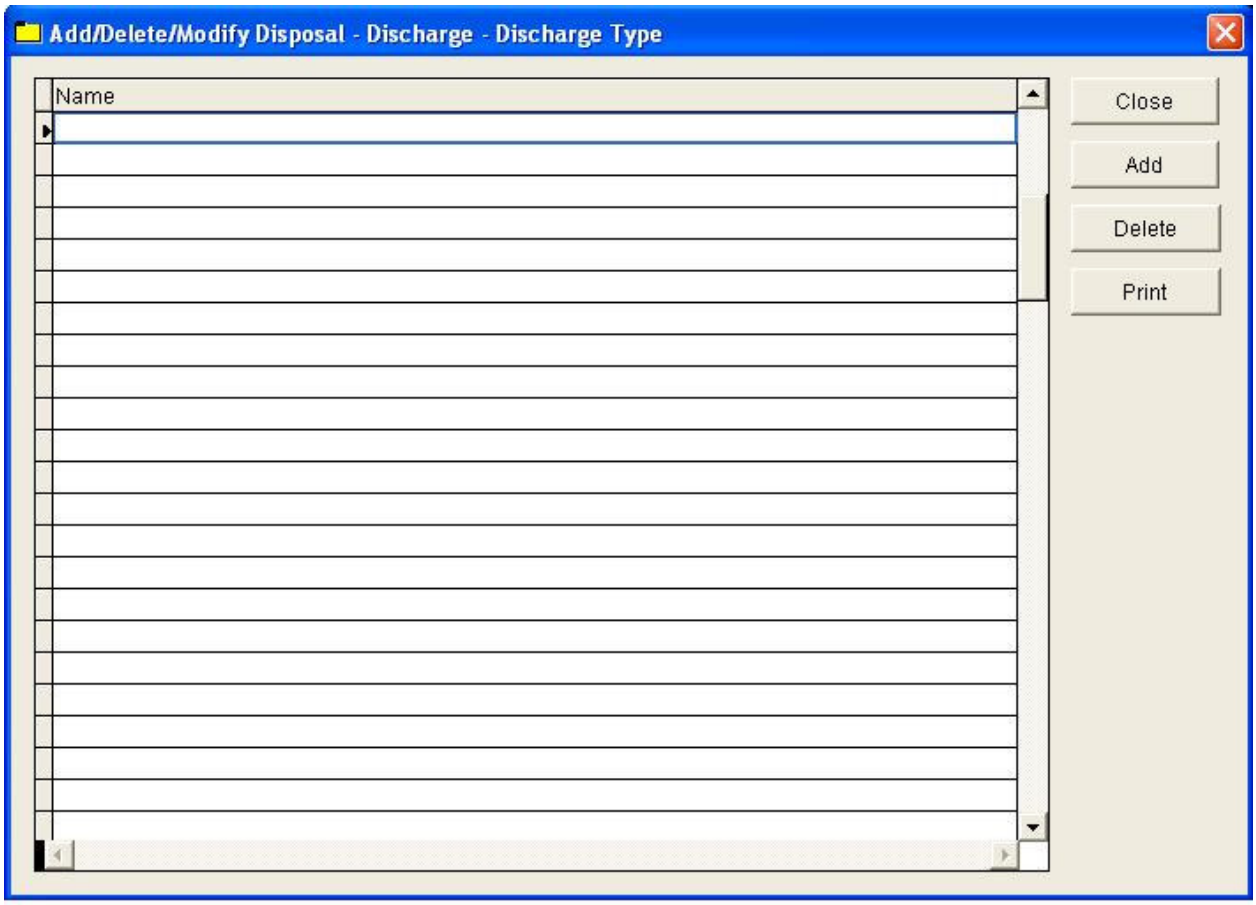
Field/Button	Description
Primary Tank Size	Enter the primary tank size
Bedrooms	Enter the number of bedrooms
Pumping Interval (months)	Enter the pumping interval in months
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Disposal – Discharge – Discharge To



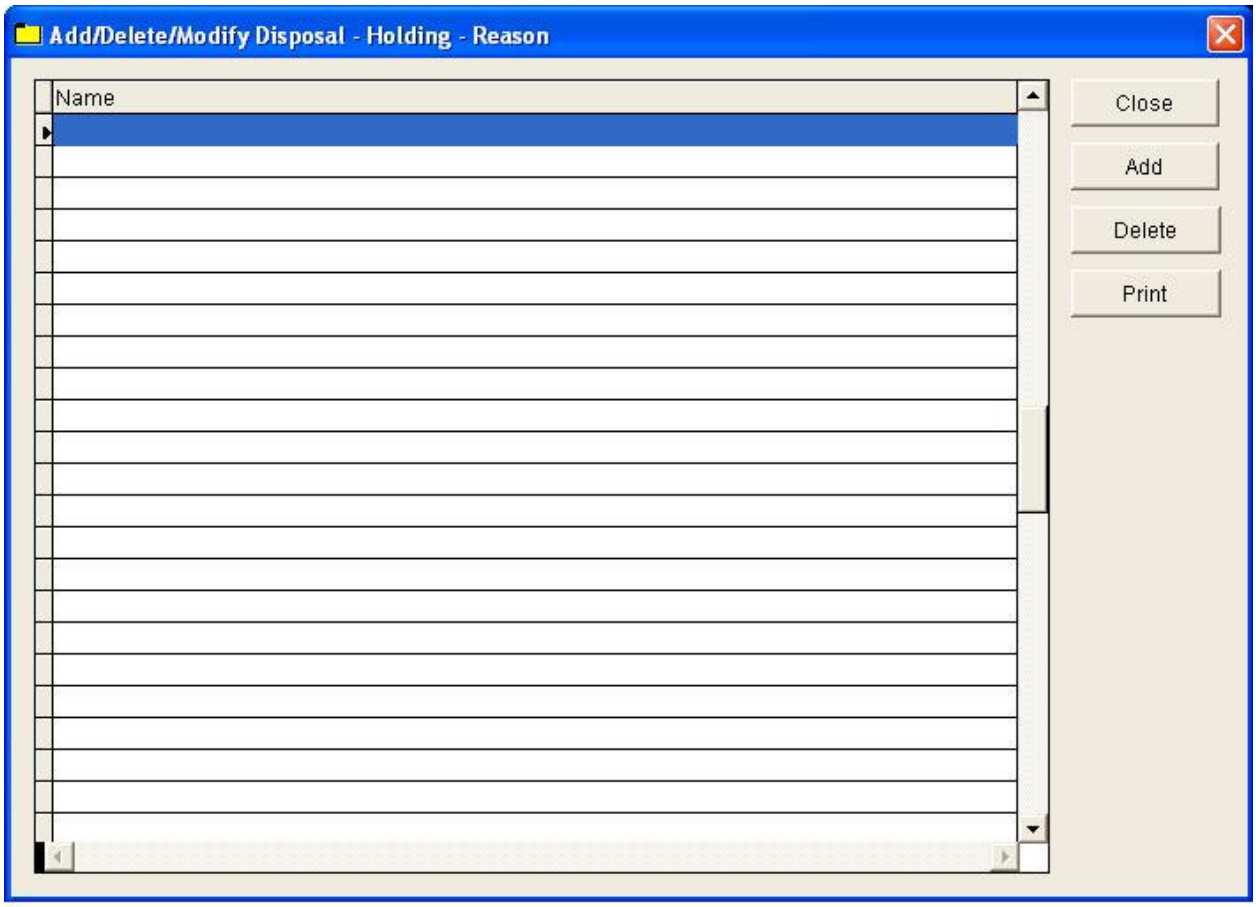
Field/Button	Description
Name	Enter the “discharge to” location
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Disposal – Discharge – Discharge Type



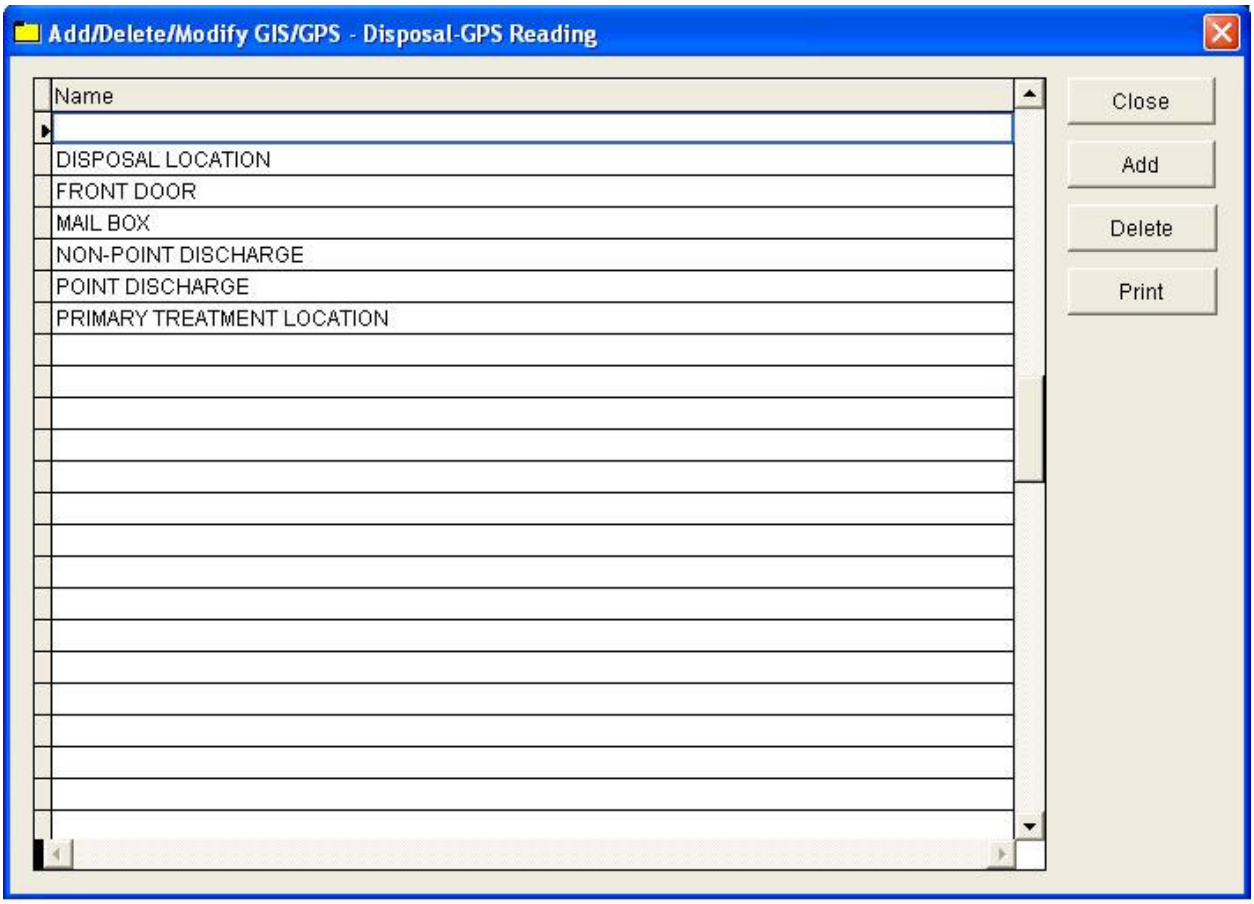
Field/Button	Description
Name	Enter the discharge type
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Disposal – Holding – Reason



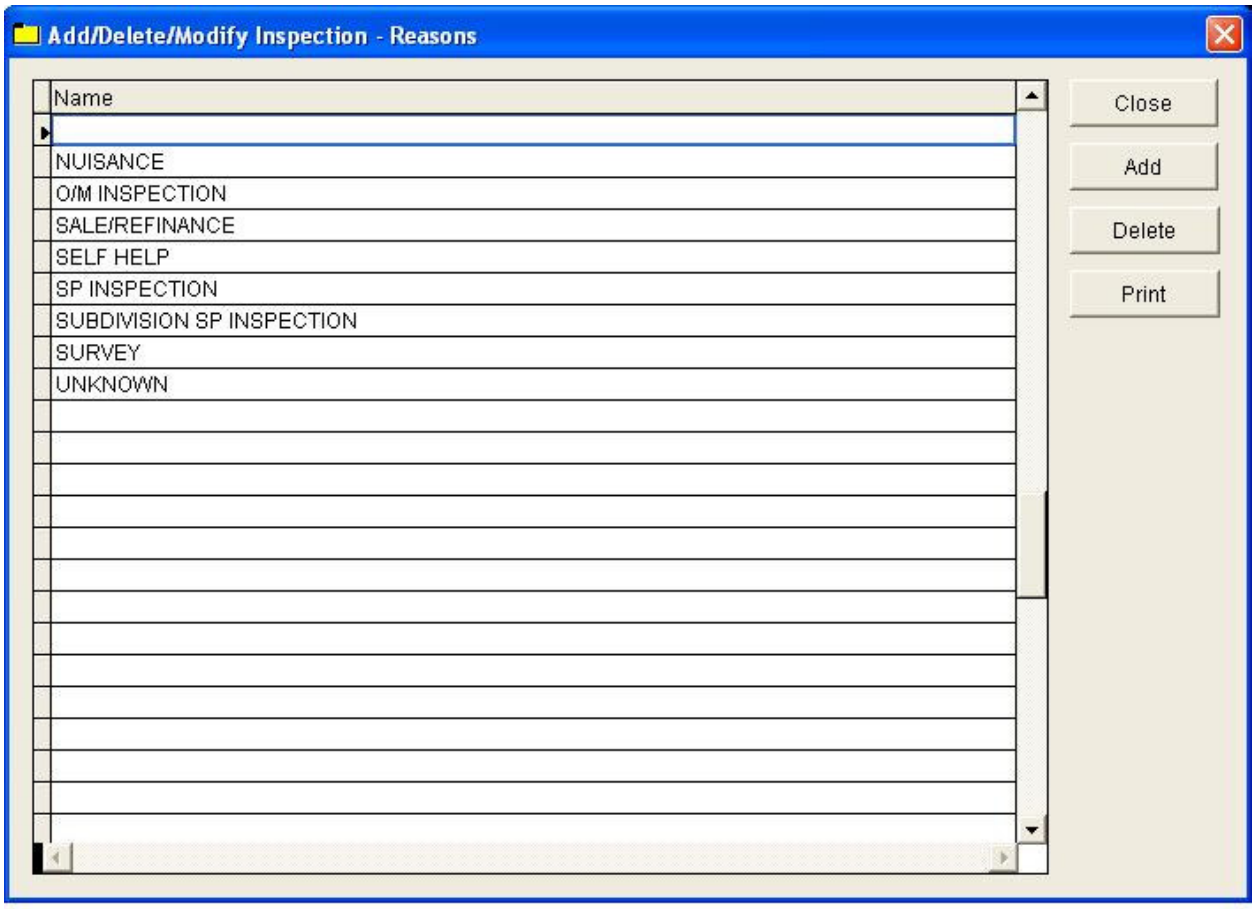
Field/Button	Description
Name	Enter the holding reason
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

GIS/GPS – Disposal – GPS Reading



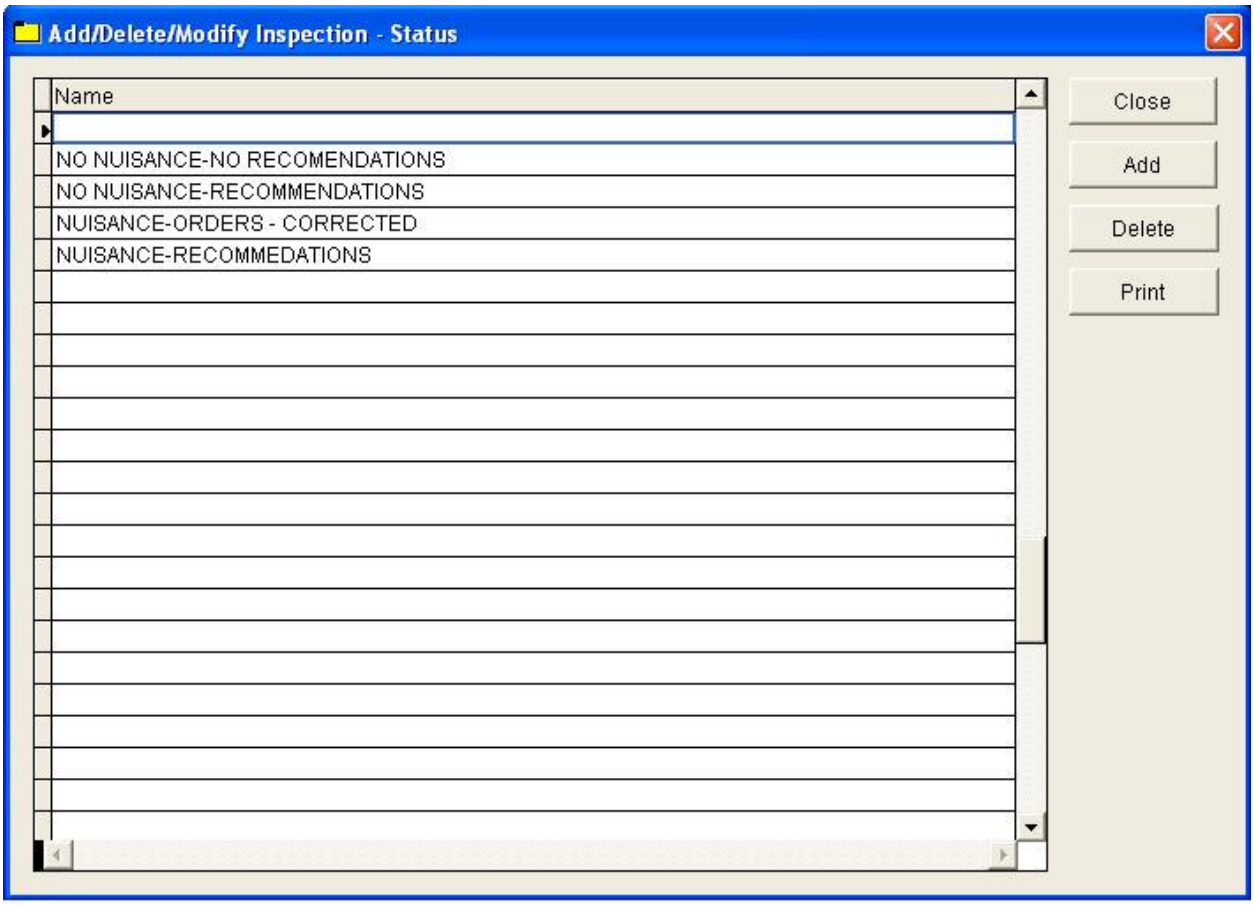
Field/Button	Description
Name	Enter the location of the GPS reading
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Inspection – Reasons



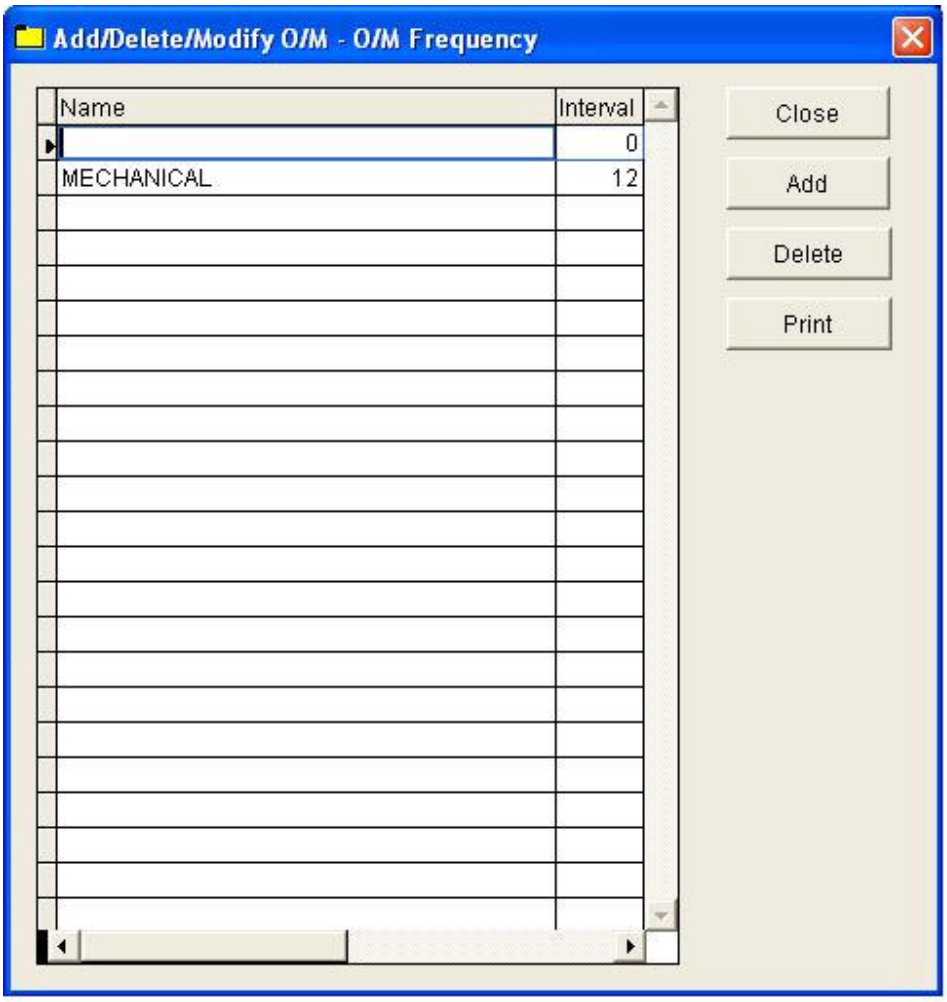
Field/Button	Description
Name	Enter the reason for inspection
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Inspection – Status



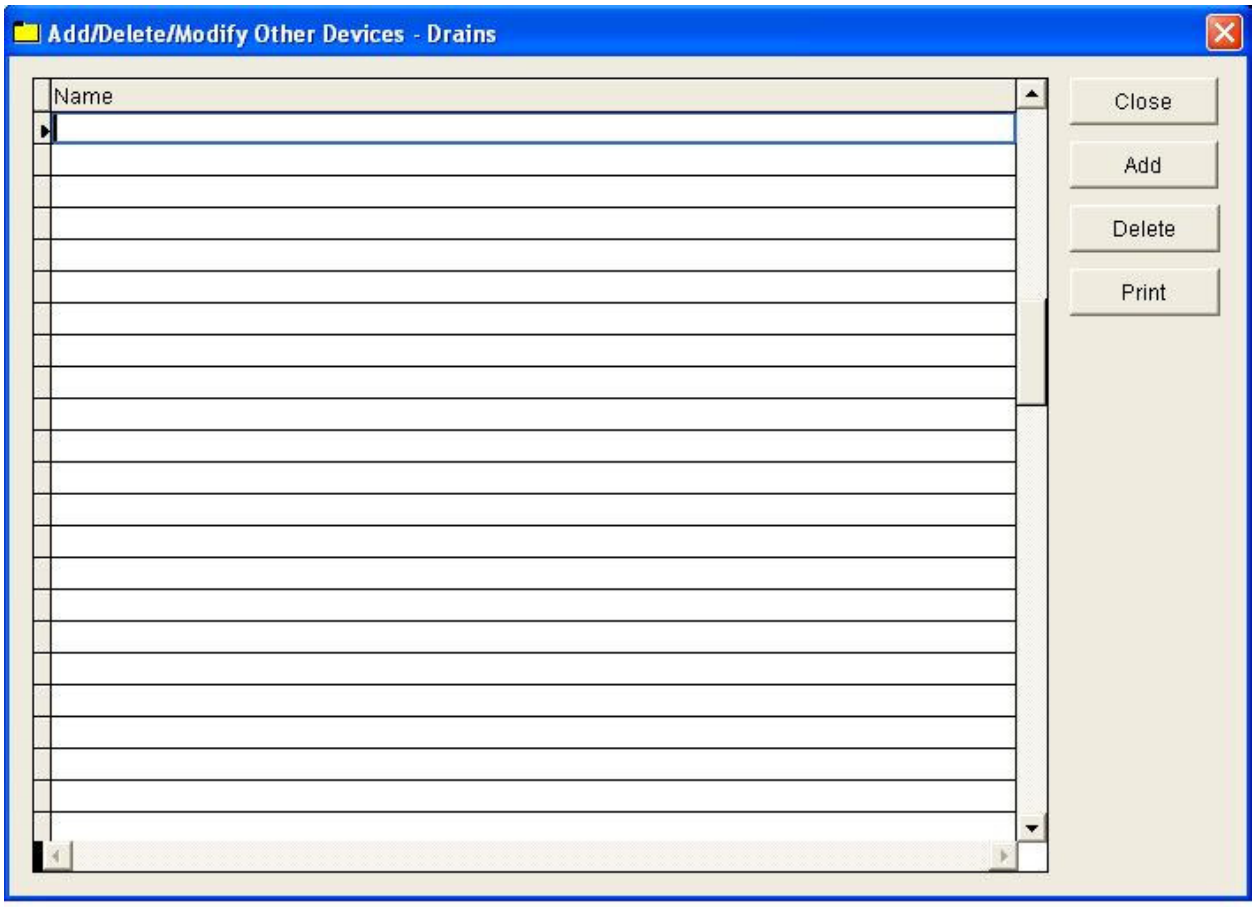
Field/Button	Description
Name	Enter the inspection status
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

O/M – O/M Frequency



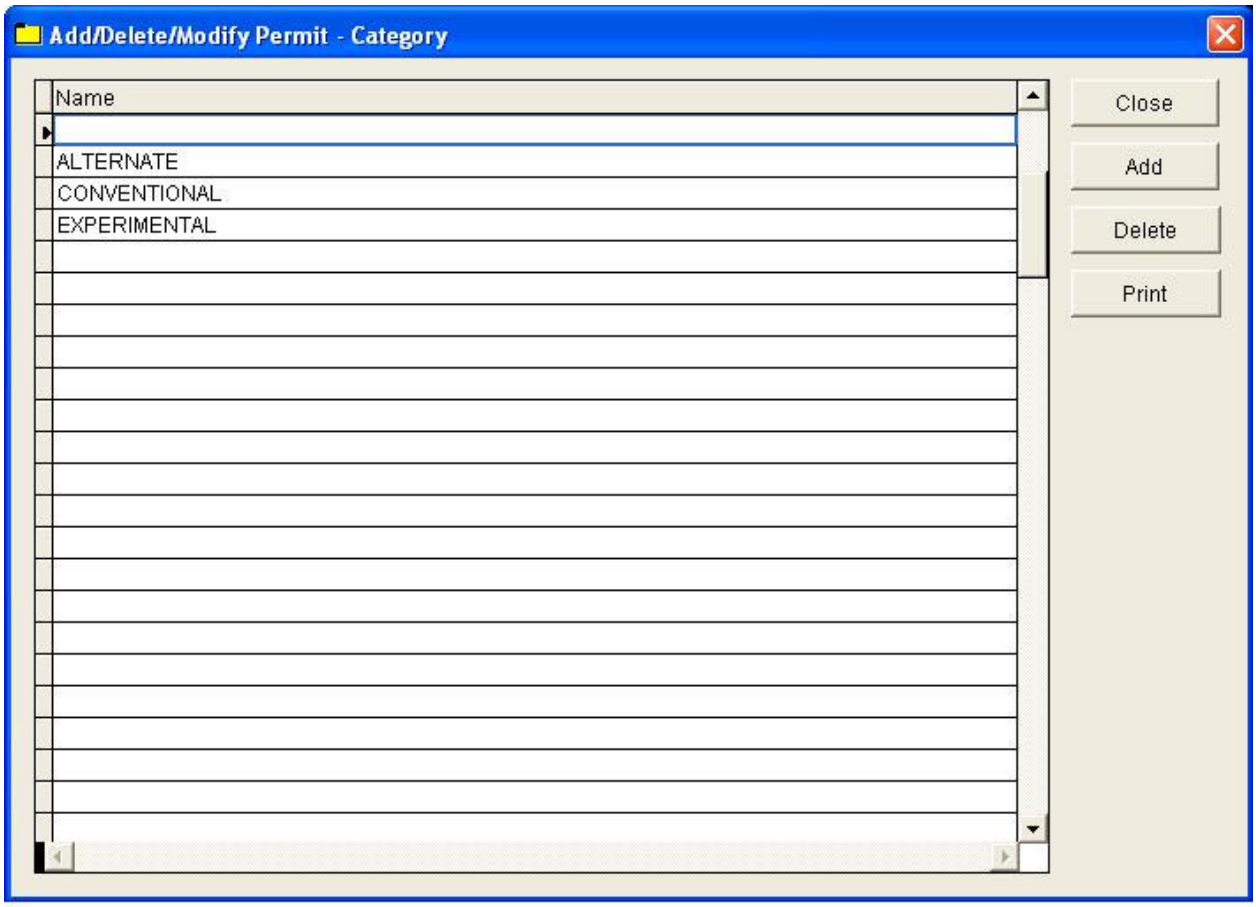
Field/Button	Description
Name	Type of Sewage System
Interval	Enter the maintenance interval
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Other Devices – Drains



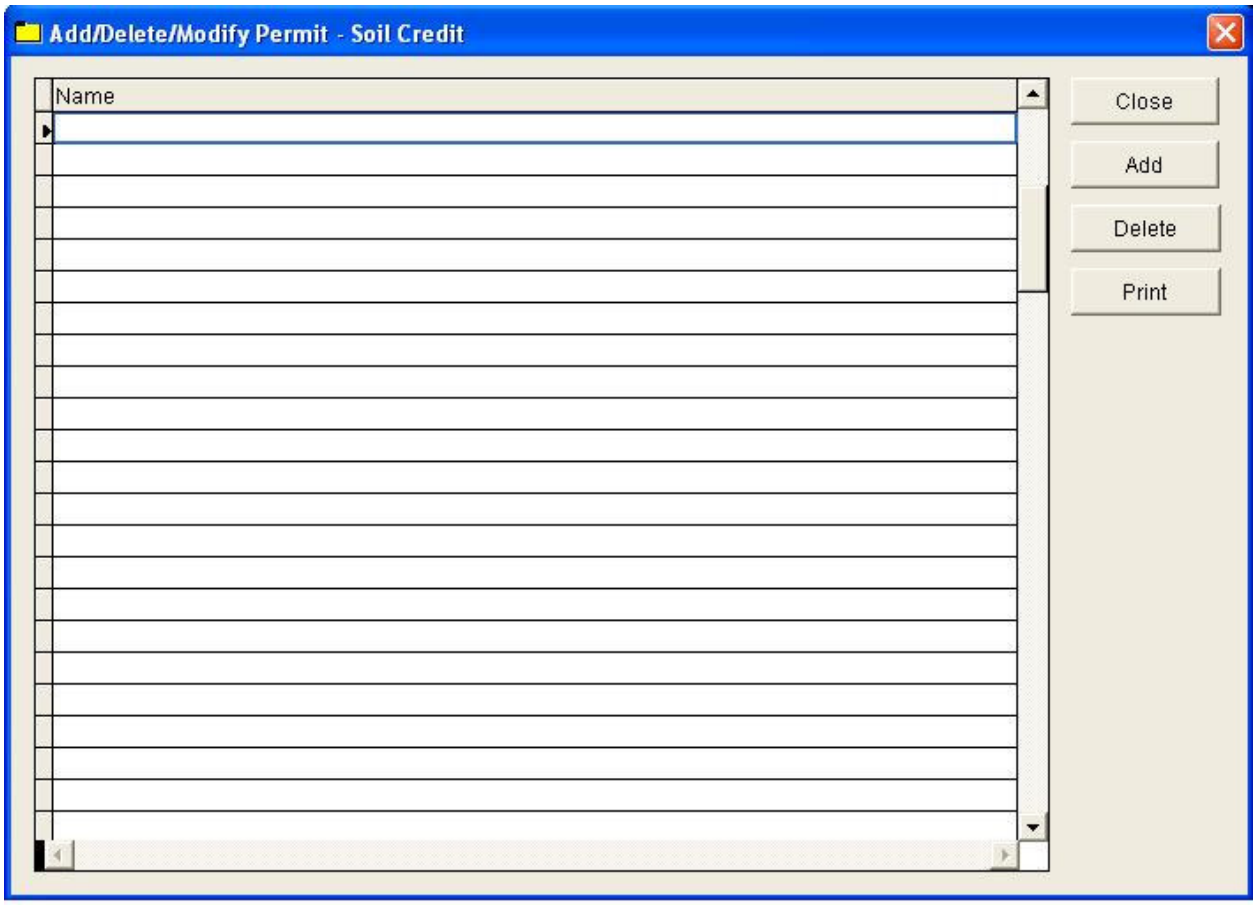
Field/Button	Description
Name	Enter the type of drain
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – Category



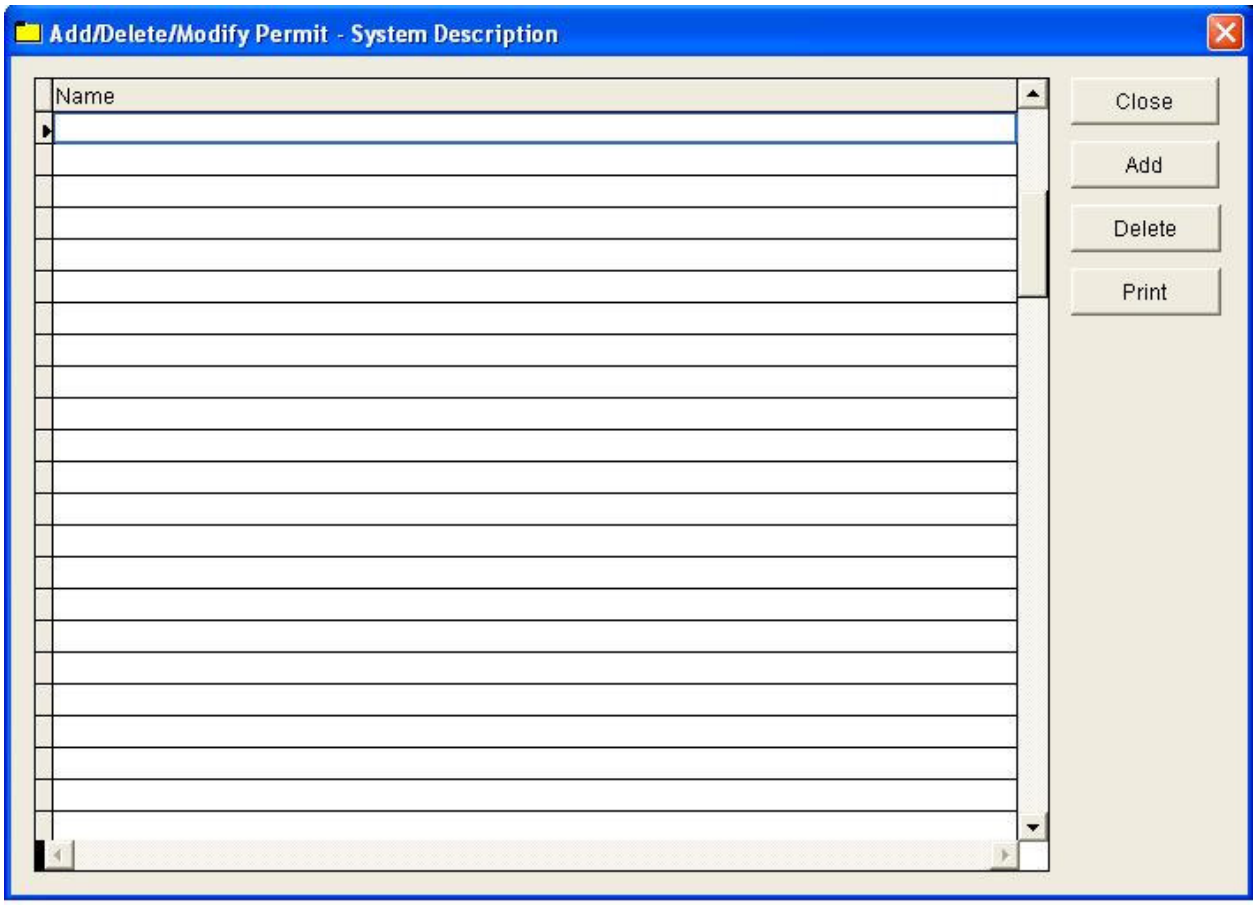
Field/Button	Description
Name	Enter the permit category
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – Soil Credit



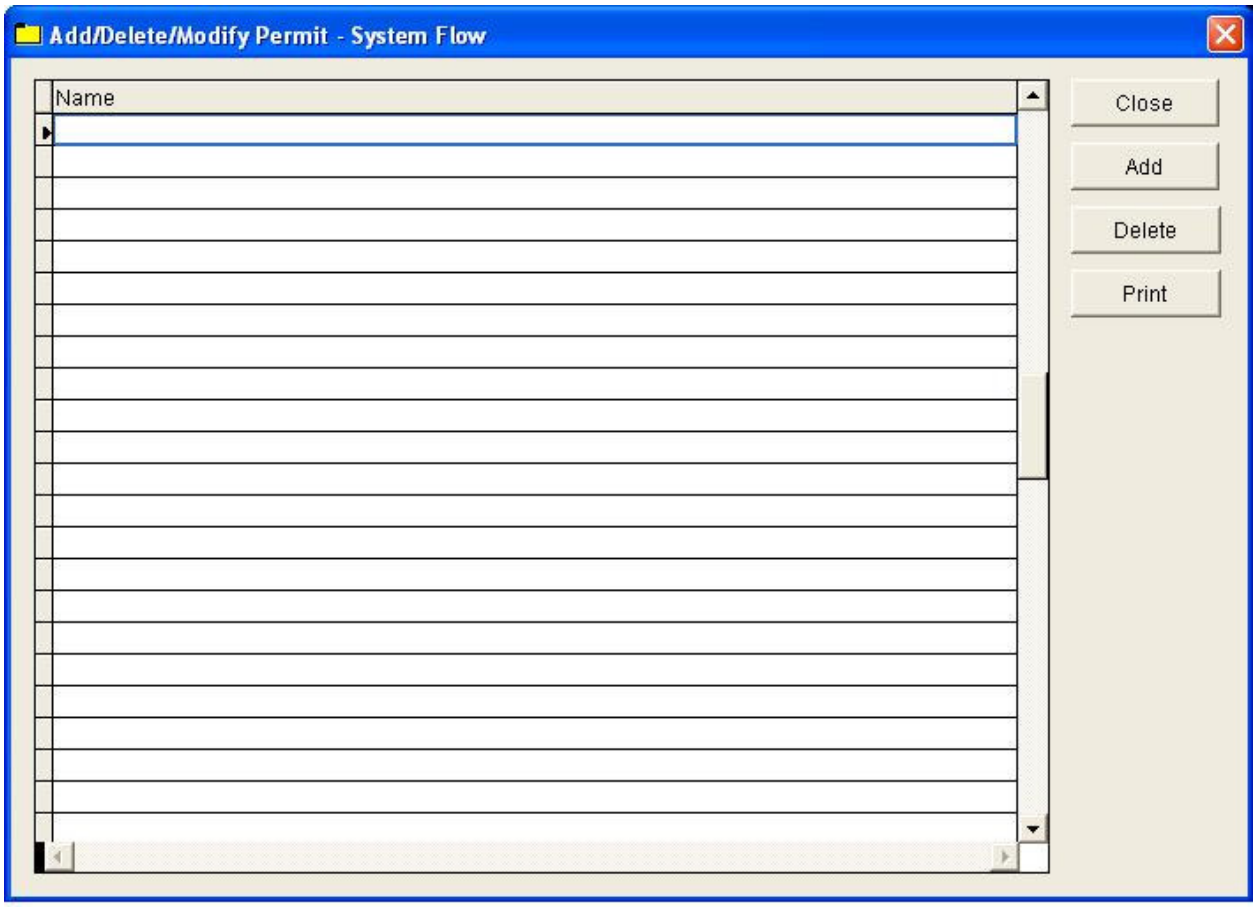
Field/Button	Description
Name	Enter the soil credit
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – System Description



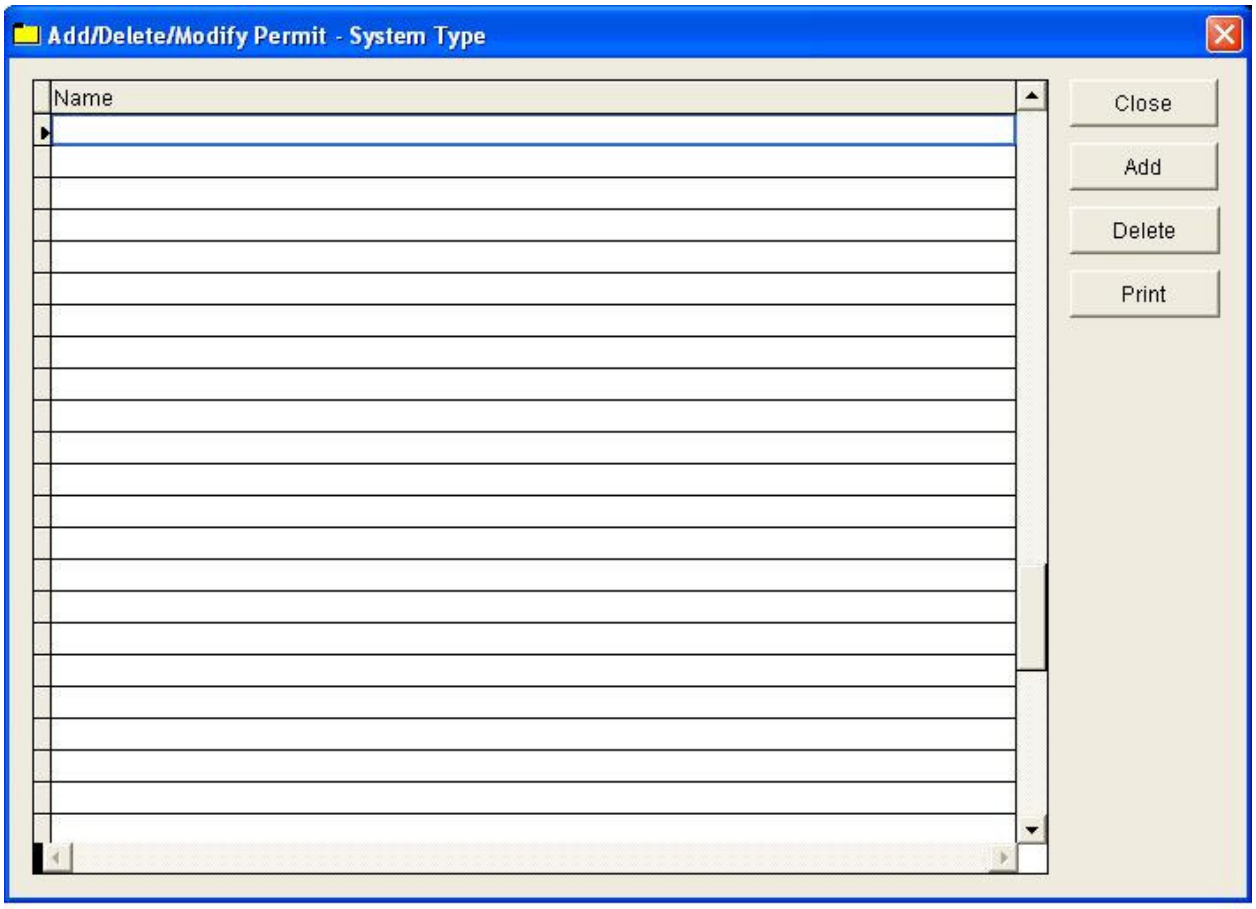
Field/Button	Description
Name	Enter the system description
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – System Flow



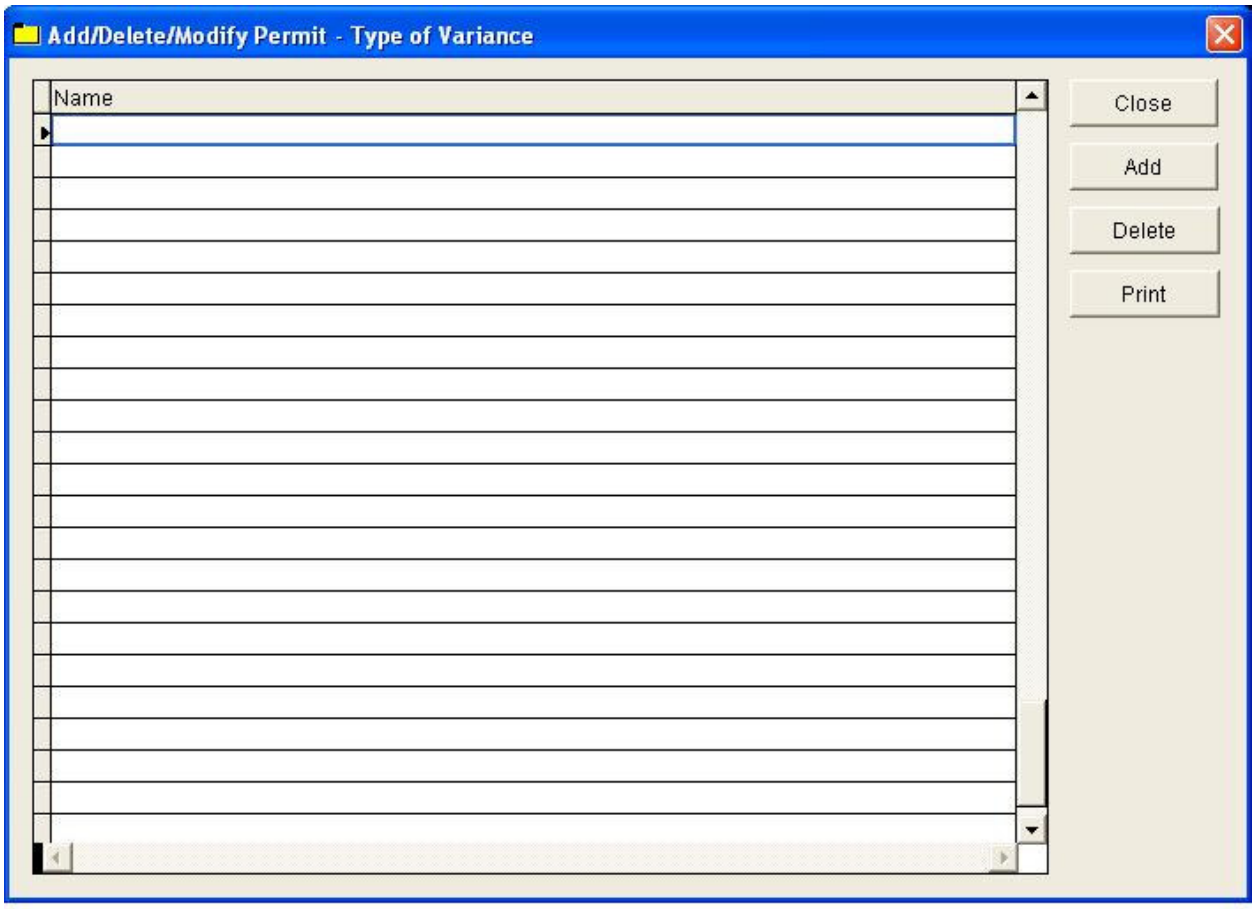
Field/Button	Description
Name	Enter the system flow
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – System Type



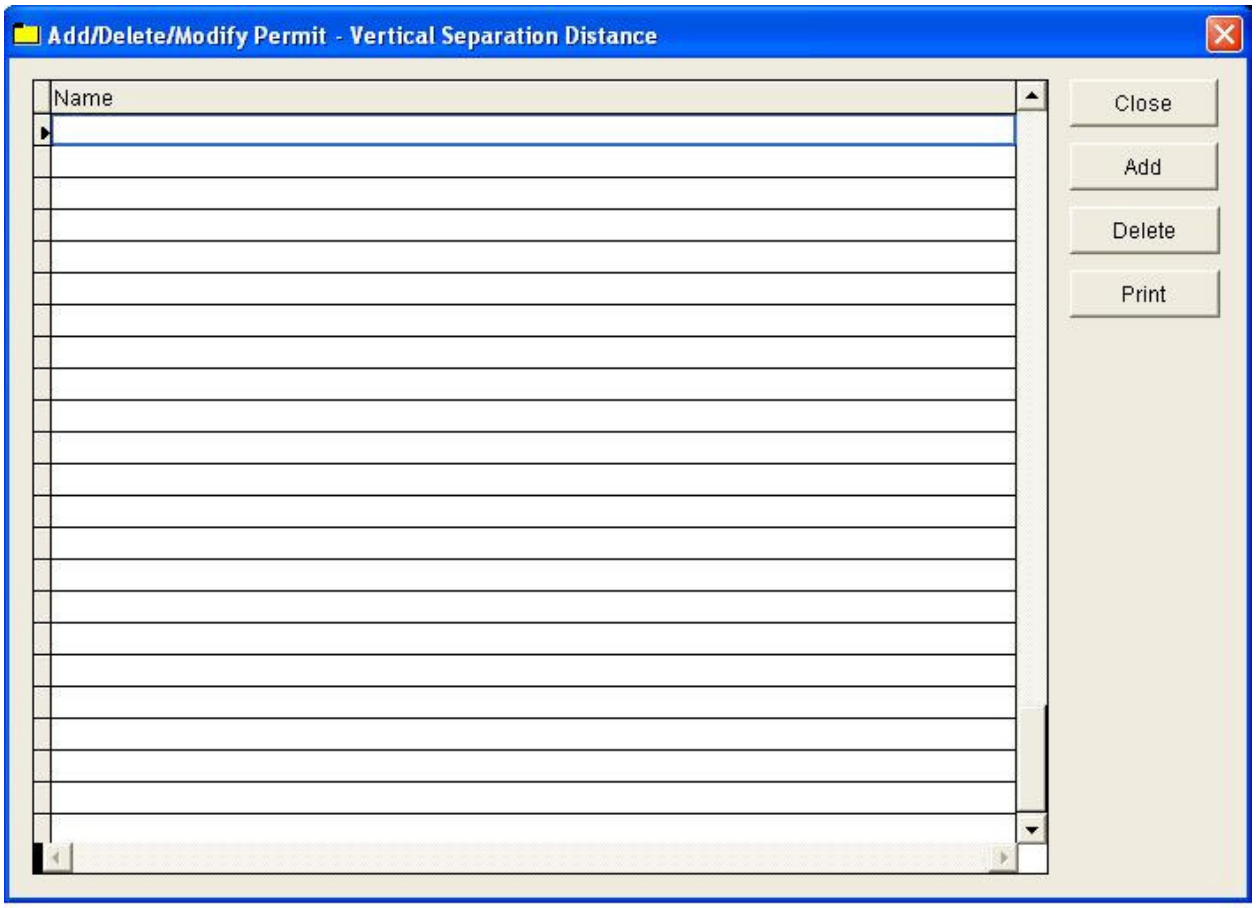
Field/Button	Description
Name	Enter the system type
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – Type of Variance



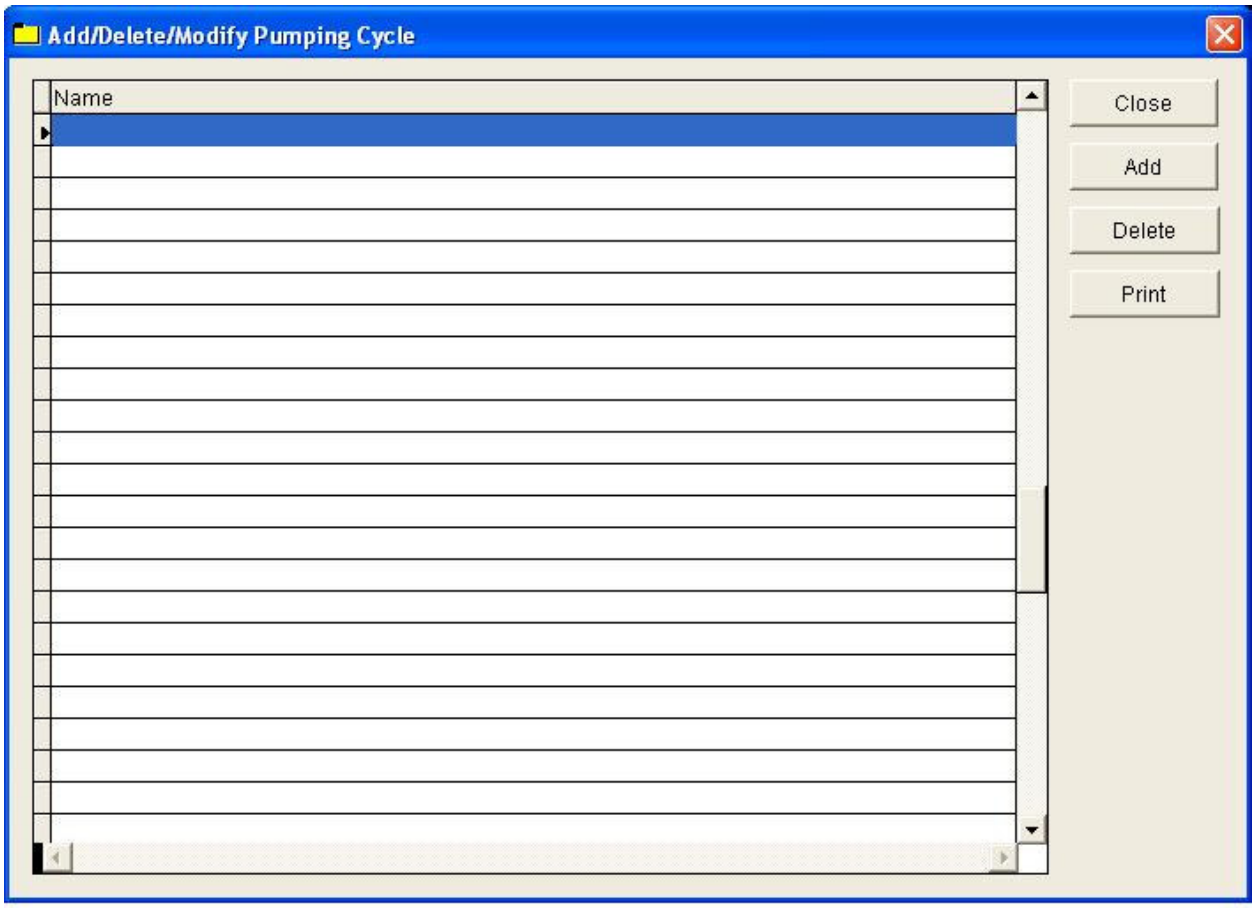
Field/Button	Description
Name	Enter the type of variance
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Permit – Vertical Separation Distance



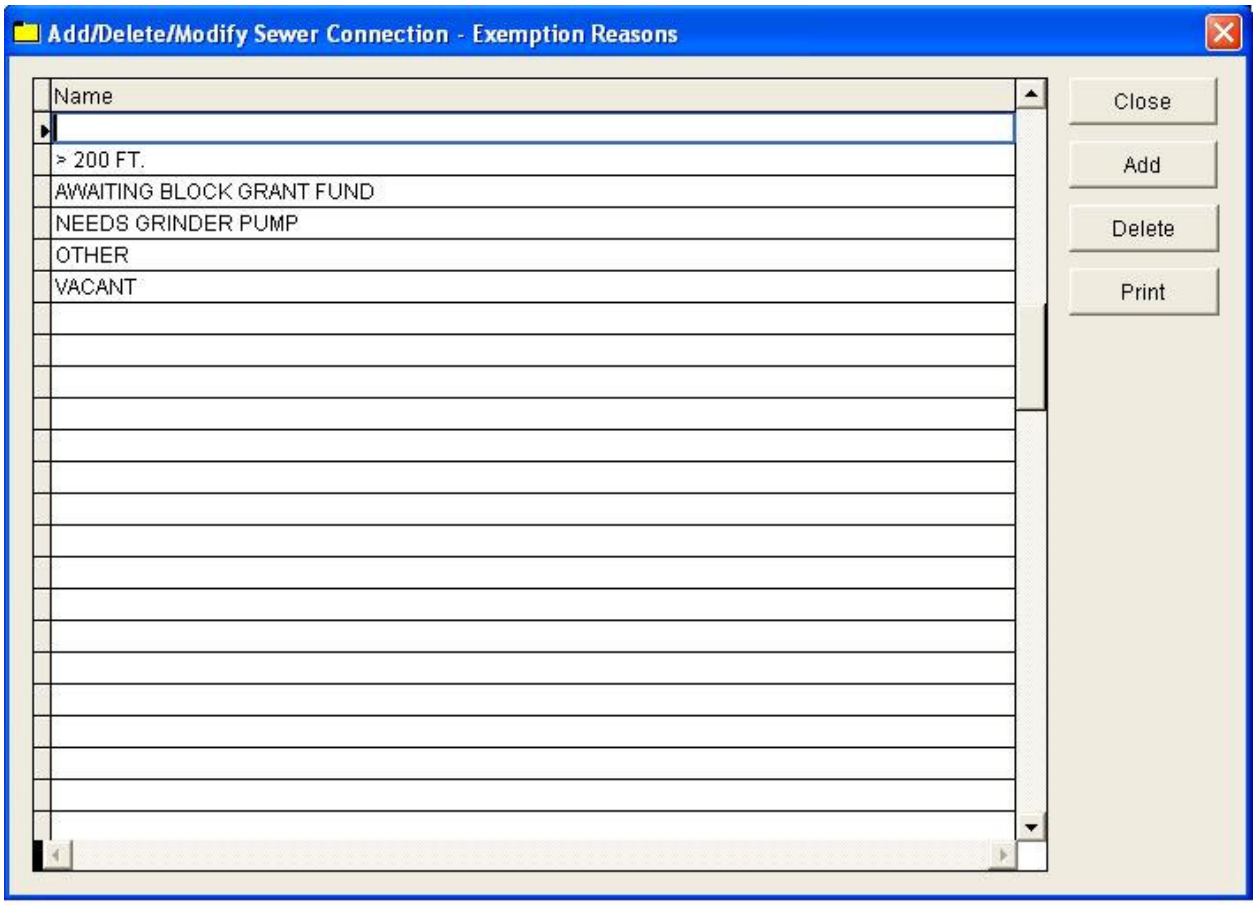
Field/Button	Description
Name	Enter the type of vertical separation distance
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Pumping Cycle



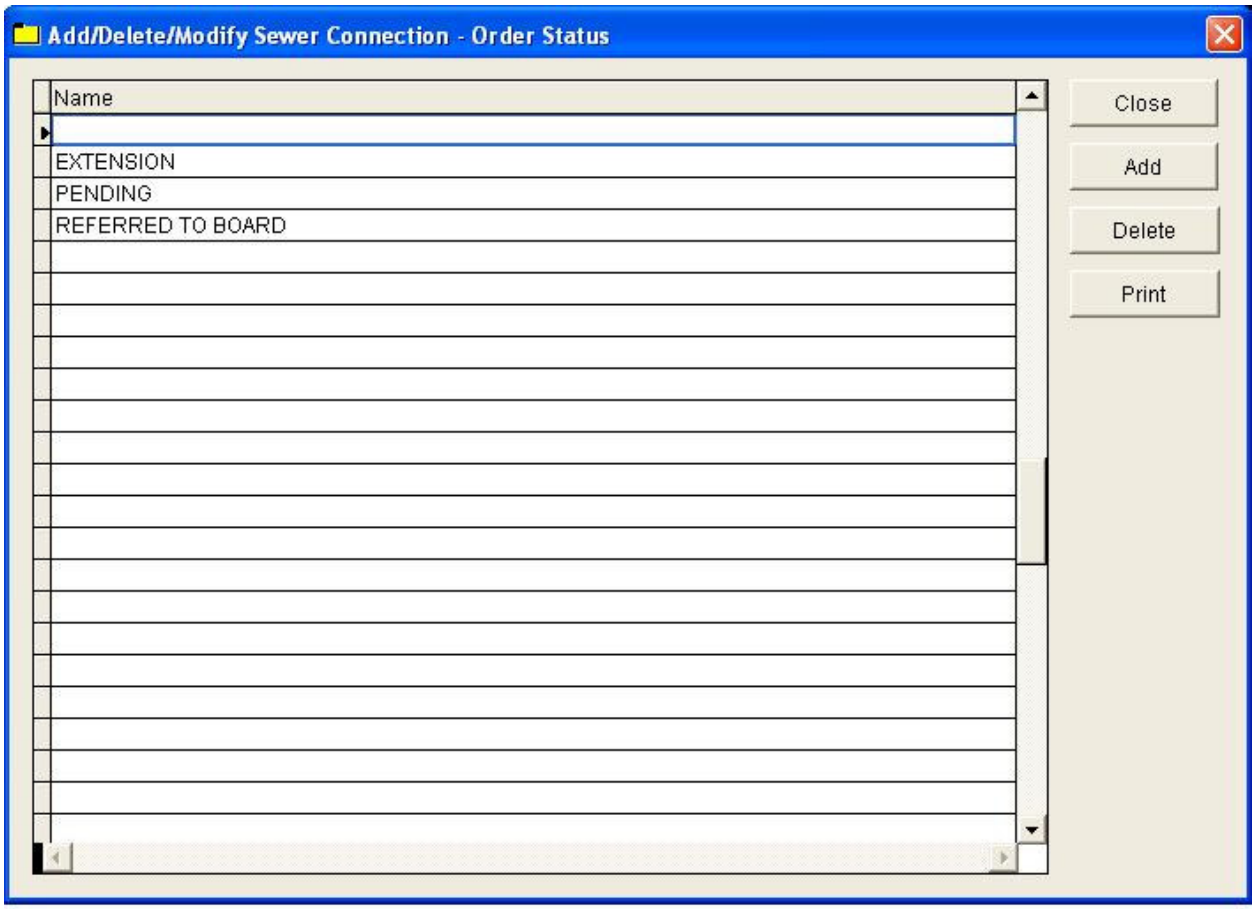
Field/Button	Description
Name	Enter the pumping cycle
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Sewer Connection – Exemption Reasons



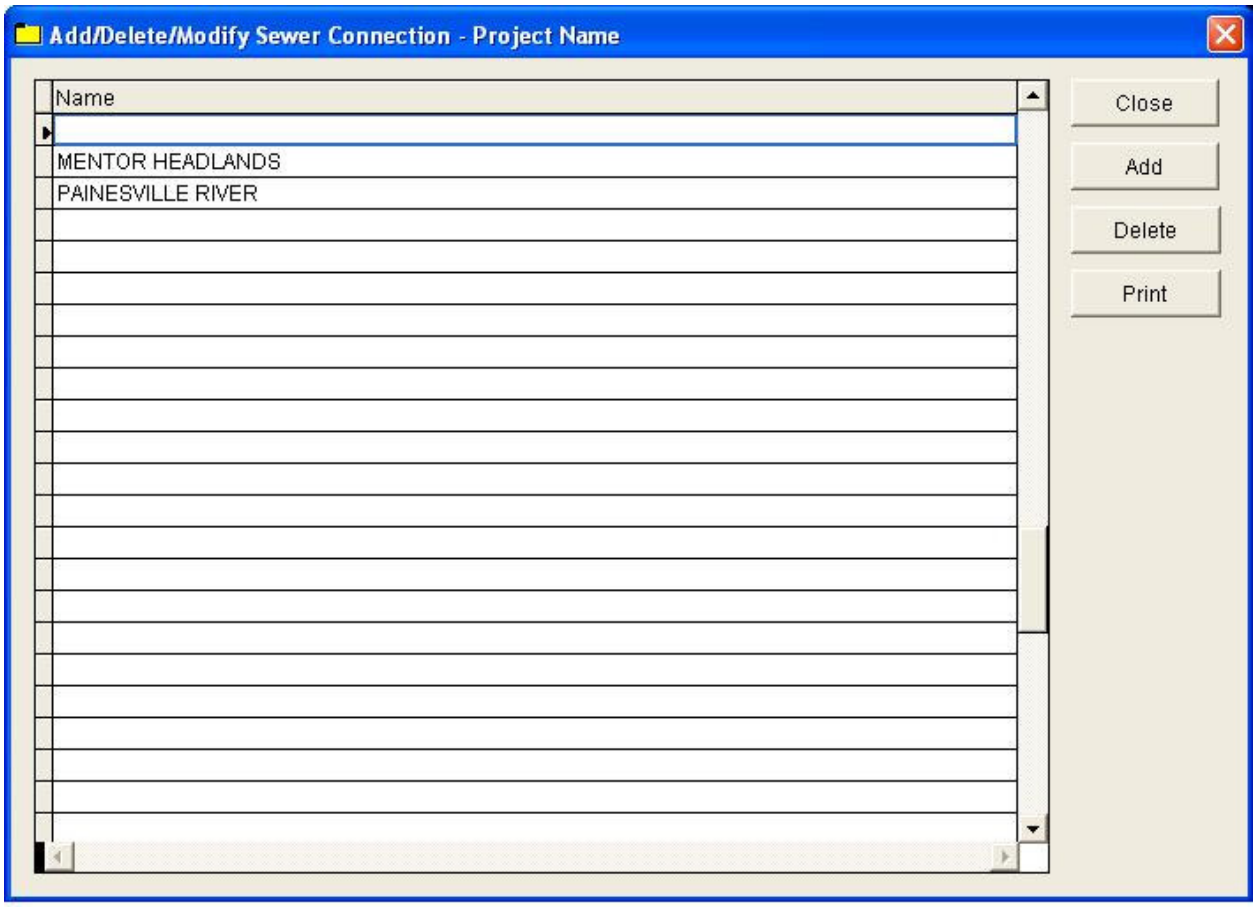
Field/Button	Description
Name	Enter the exemption reason
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Sewer Connection – Order Status



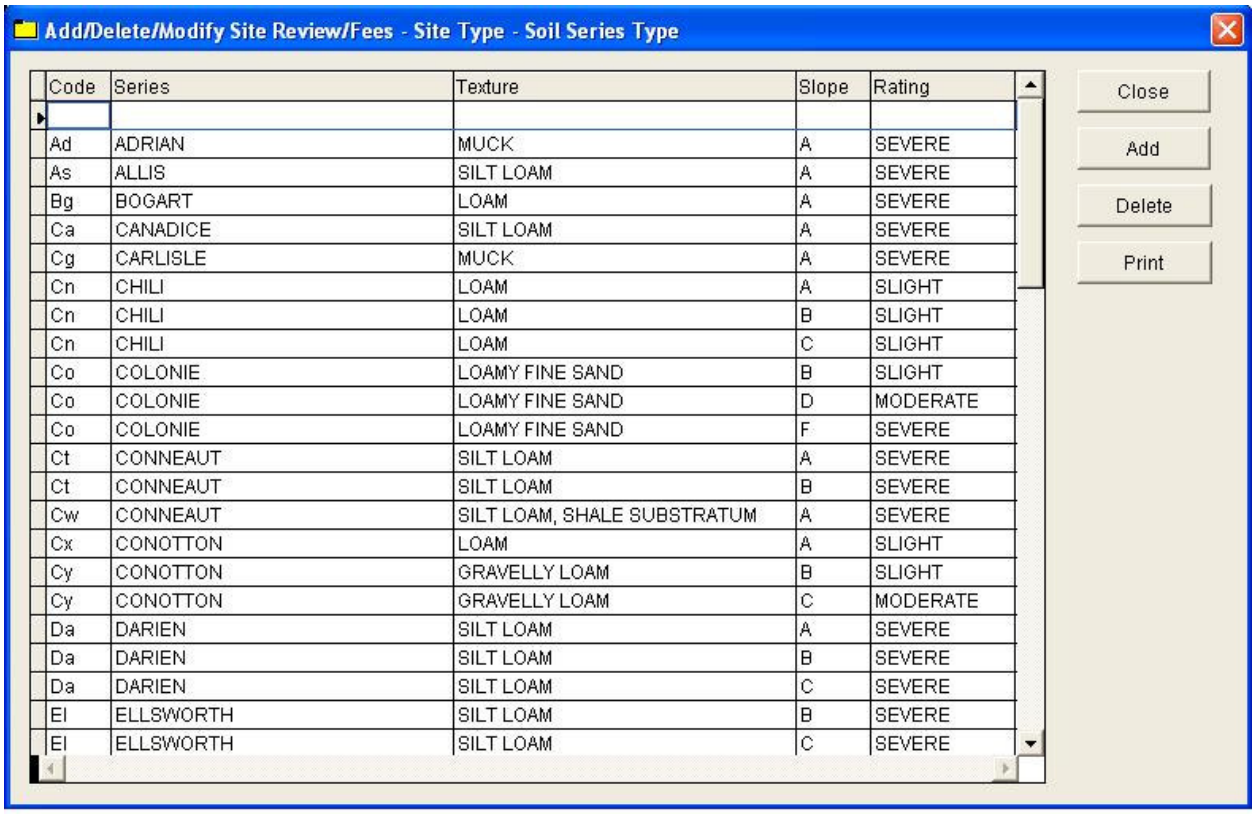
Field/Button	Description
Name	Enter the order status
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Sewer Connection – Project Name



Field/Button	Description
Name	Enter the project name
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

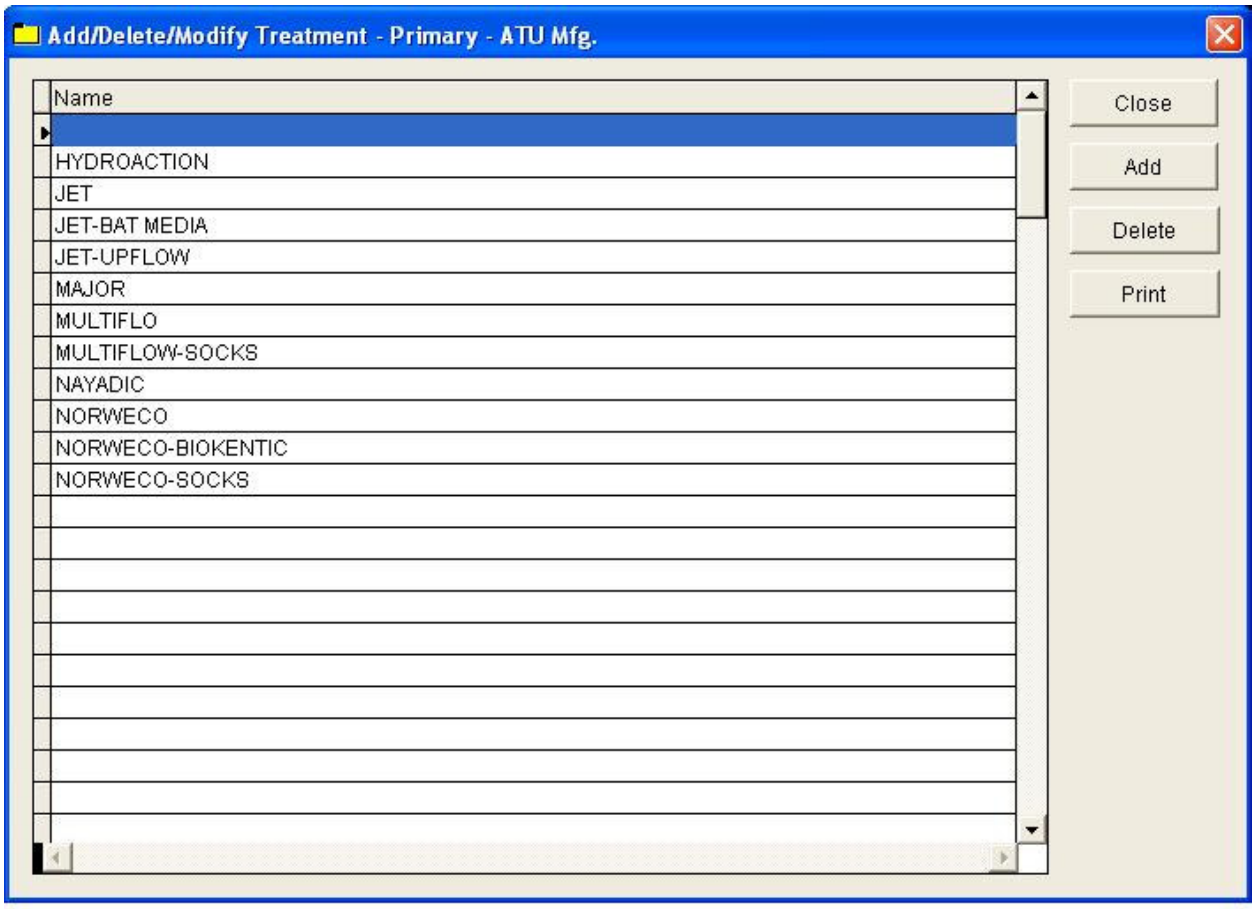
Site Review/Fees – Site Type – Soil Series Type



Code	Series	Texture	Slope	Rating
Ad	ADRIAN	MUCK	A	SEVERE
As	ALLIS	SILT LOAM	A	SEVERE
Bg	BOGART	LOAM	A	SEVERE
Ca	CANADICE	SILT LOAM	A	SEVERE
Cg	CARLISLE	MUCK	A	SEVERE
Cn	CHILI	LOAM	A	SLIGHT
Cn	CHILI	LOAM	B	SLIGHT
Cn	CHILI	LOAM	C	SLIGHT
Co	COLONIE	LOAMY FINE SAND	B	SLIGHT
Co	COLONIE	LOAMY FINE SAND	D	MODERATE
Co	COLONIE	LOAMY FINE SAND	F	SEVERE
Ct	CONNEAUT	SILT LOAM	A	SEVERE
Ct	CONNEAUT	SILT LOAM	B	SEVERE
Cw	CONNEAUT	SILT LOAM, SHALE SUBSTRATUM	A	SEVERE
Cx	CONOTTON	LOAM	A	SLIGHT
Cy	CONOTTON	GRAVELLY LOAM	B	SLIGHT
Cy	CONOTTON	GRAVELLY LOAM	C	MODERATE
Da	DARIEN	SILT LOAM	A	SEVERE
Da	DARIEN	SILT LOAM	B	SEVERE
Da	DARIEN	SILT LOAM	C	SEVERE
El	ELLSWORTH	SILT LOAM	B	SEVERE
El	ELLSWORTH	SILT LOAM	C	SEVERE

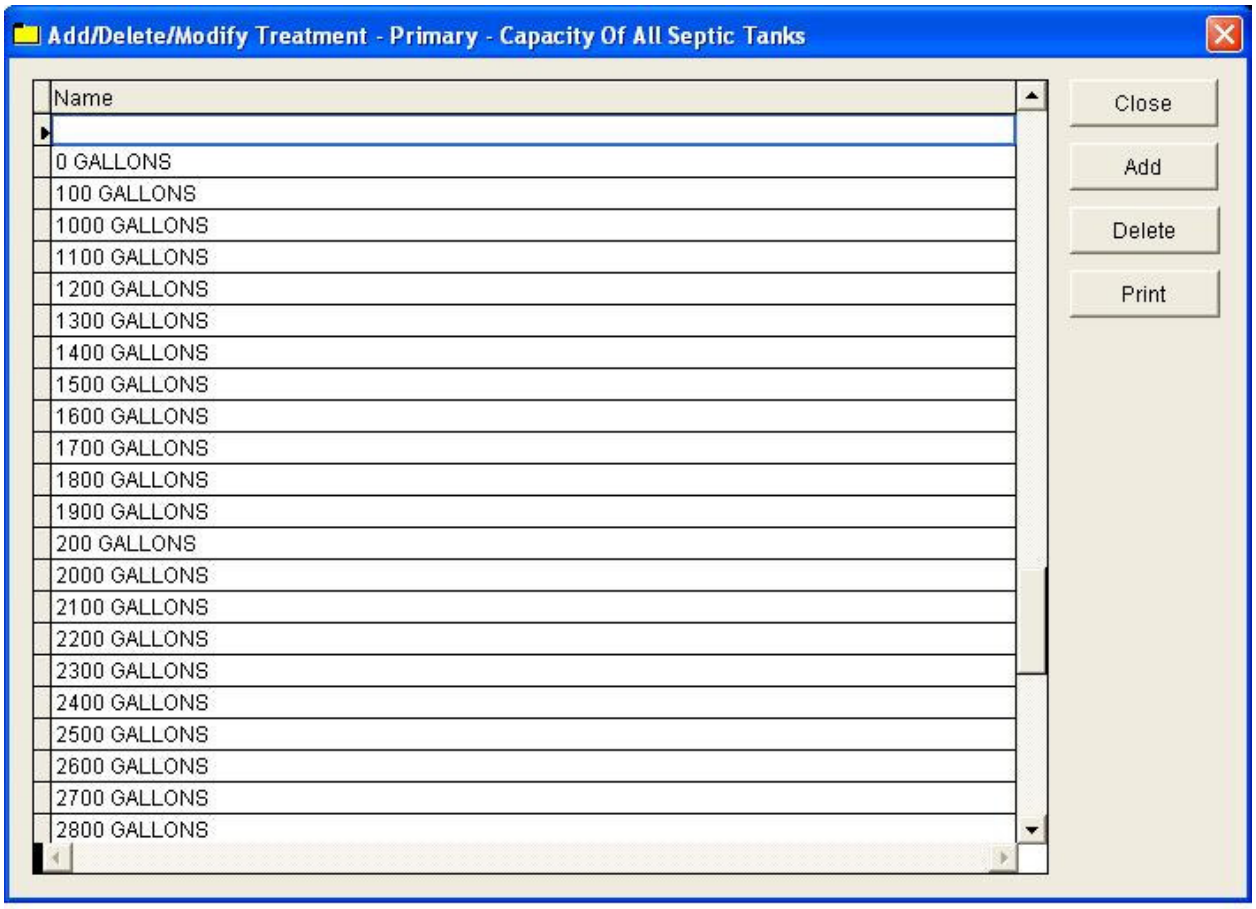
Field/Button	Description
Code	Enter the soil code
Series	Enter the soil series
Texture	Enter the soil texture
Slope	Enter the grade of slope
Rating	Enter the soil series rating
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Primary – ATU Mfg.



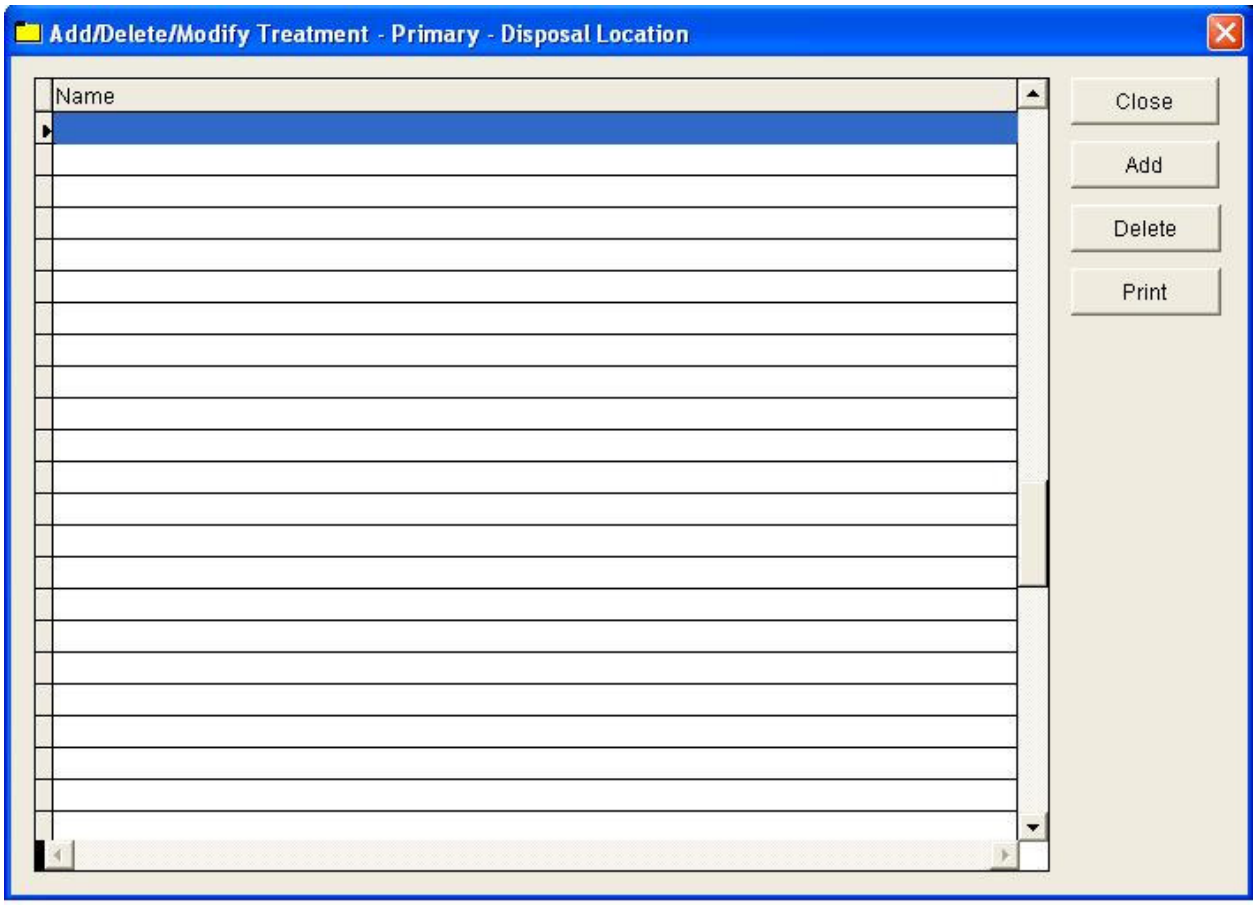
Field/Button	Description
Name	Enter the ATU manufacturer
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Primary – Capacity of All Septic Tanks



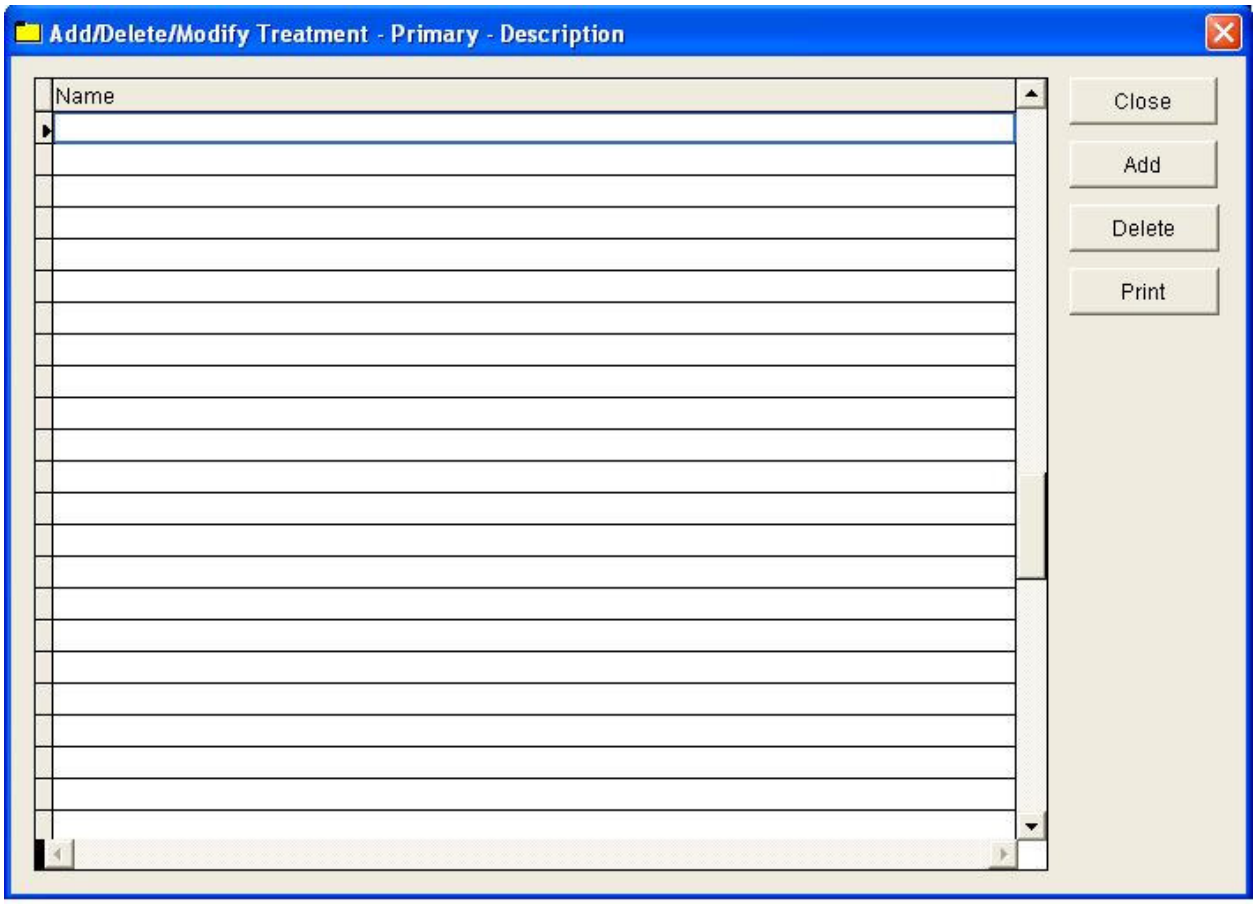
Field/Button	Description
Name	Enter all capacities of septic tanks
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Primary – Disposal Location



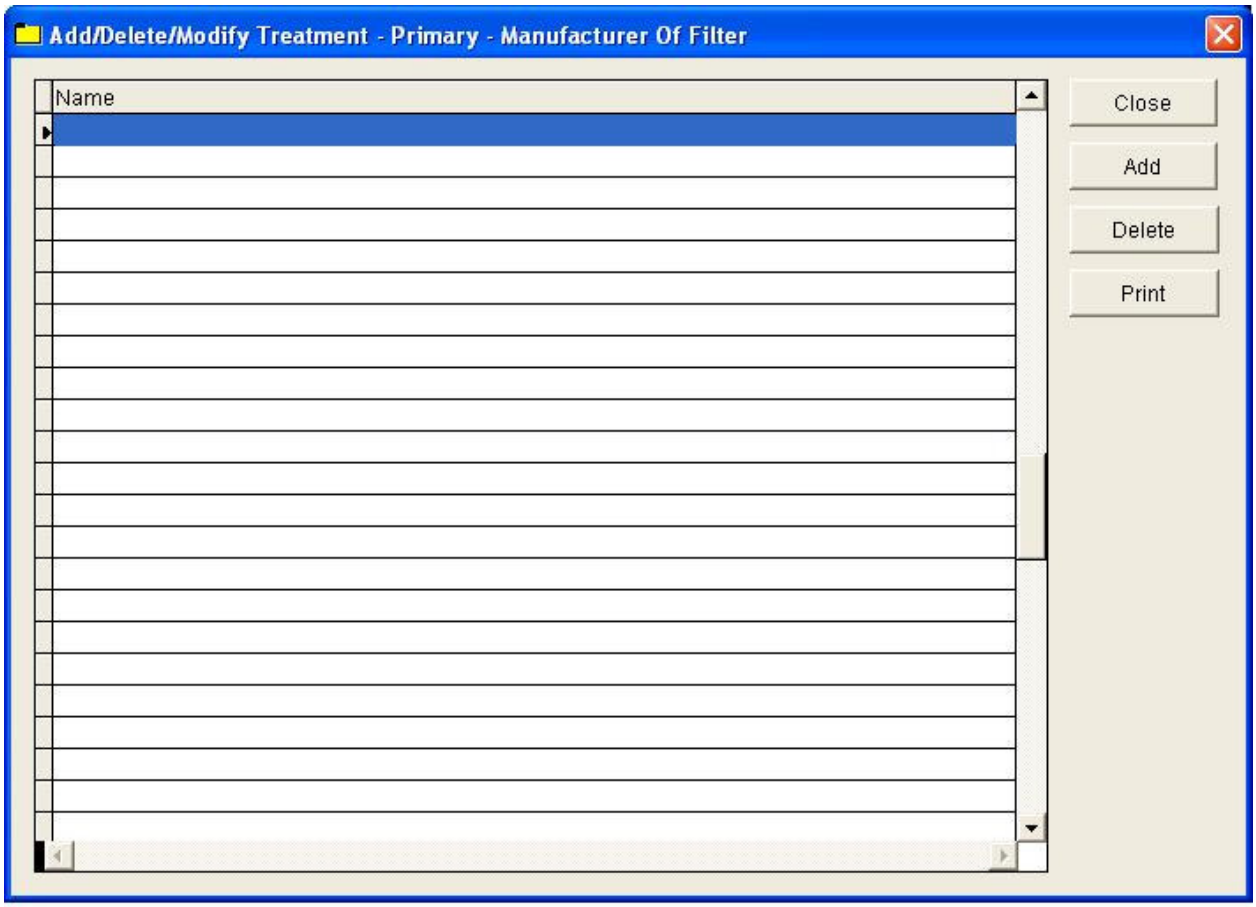
Field/Button	Description
Name	Enter the primary disposal location
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Primary – Description



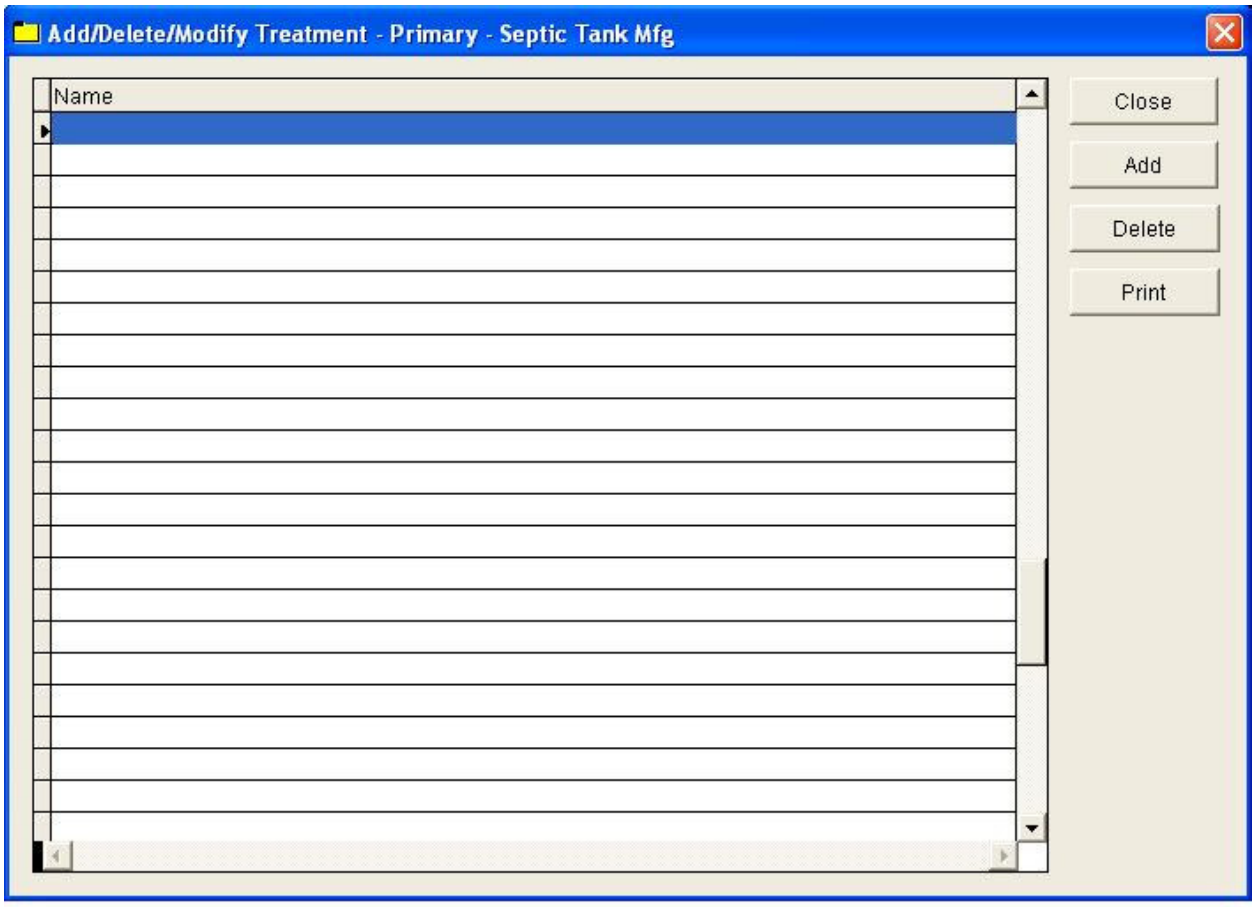
Field/Button	Description
Name	Enter the primary treatment description
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Primary – Manufacturer of Filter



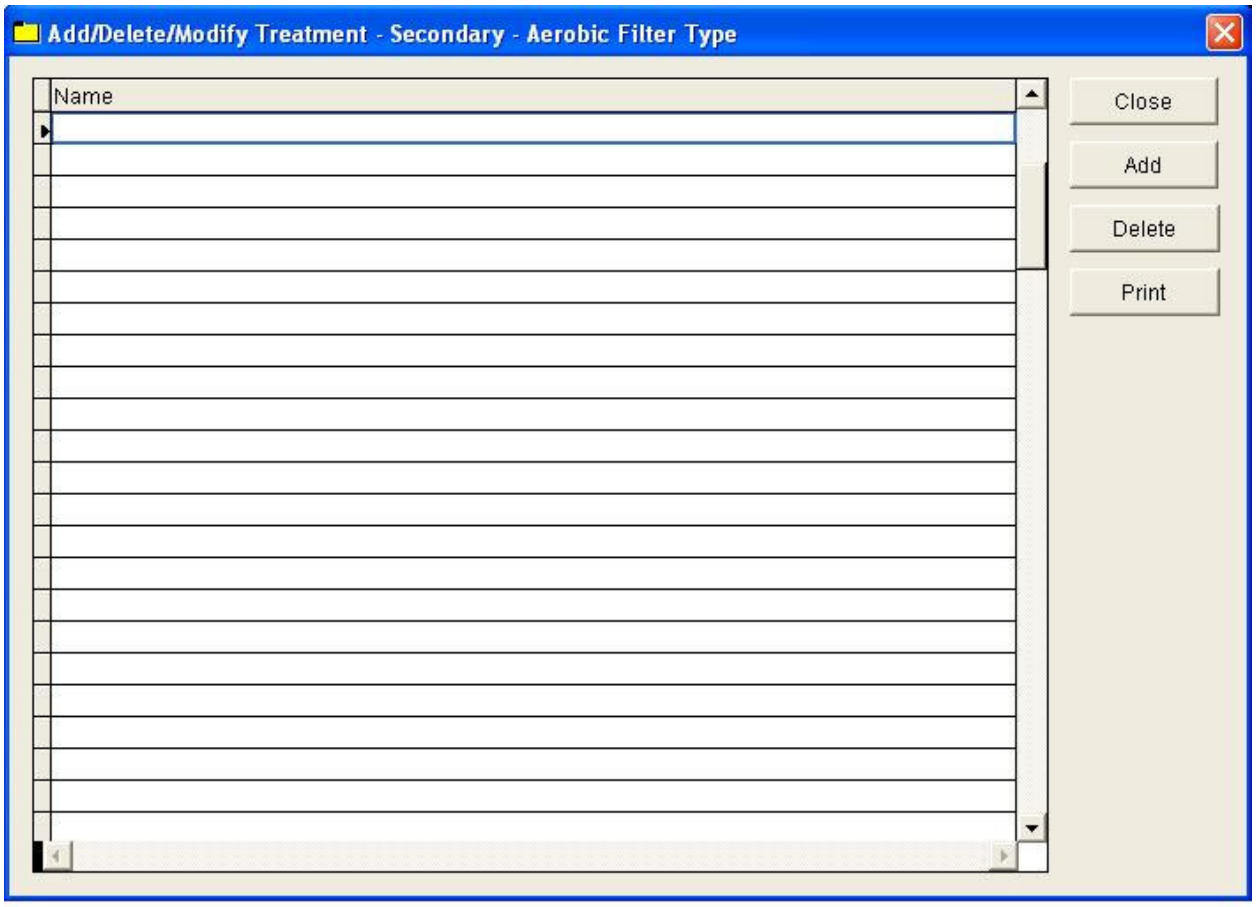
Field/Button	Description
Name	Enter the name of the primary manufacturer of the filter
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Primary – Septic Tank Mfg.



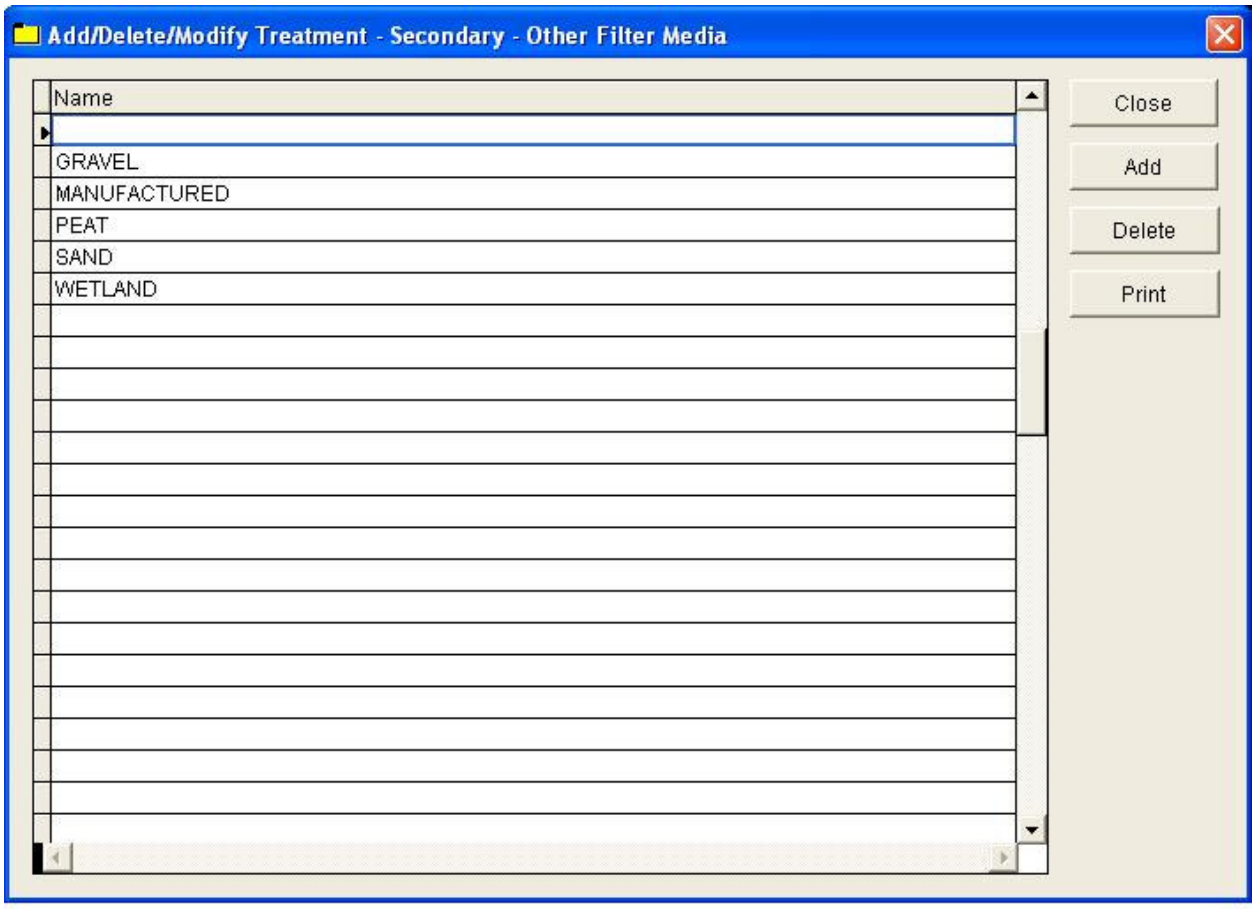
Field/Button	Description
Name	Enter the name of the primary septic tank manufacturer
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Secondary – Aerobic Filter Type



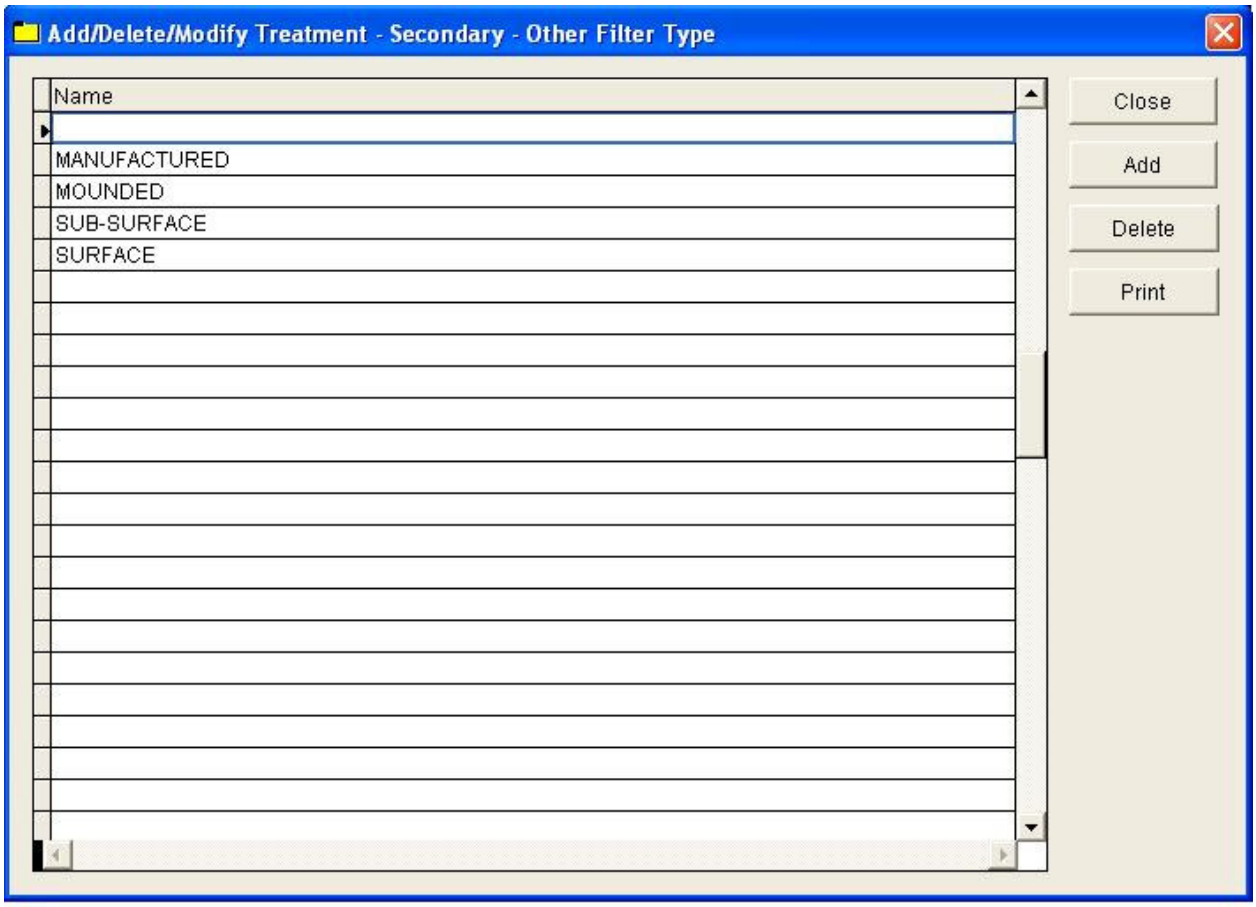
Field/Button	Description
Name	Enter the name of the secondary aerobic filter type
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Secondary – Other Filter Media



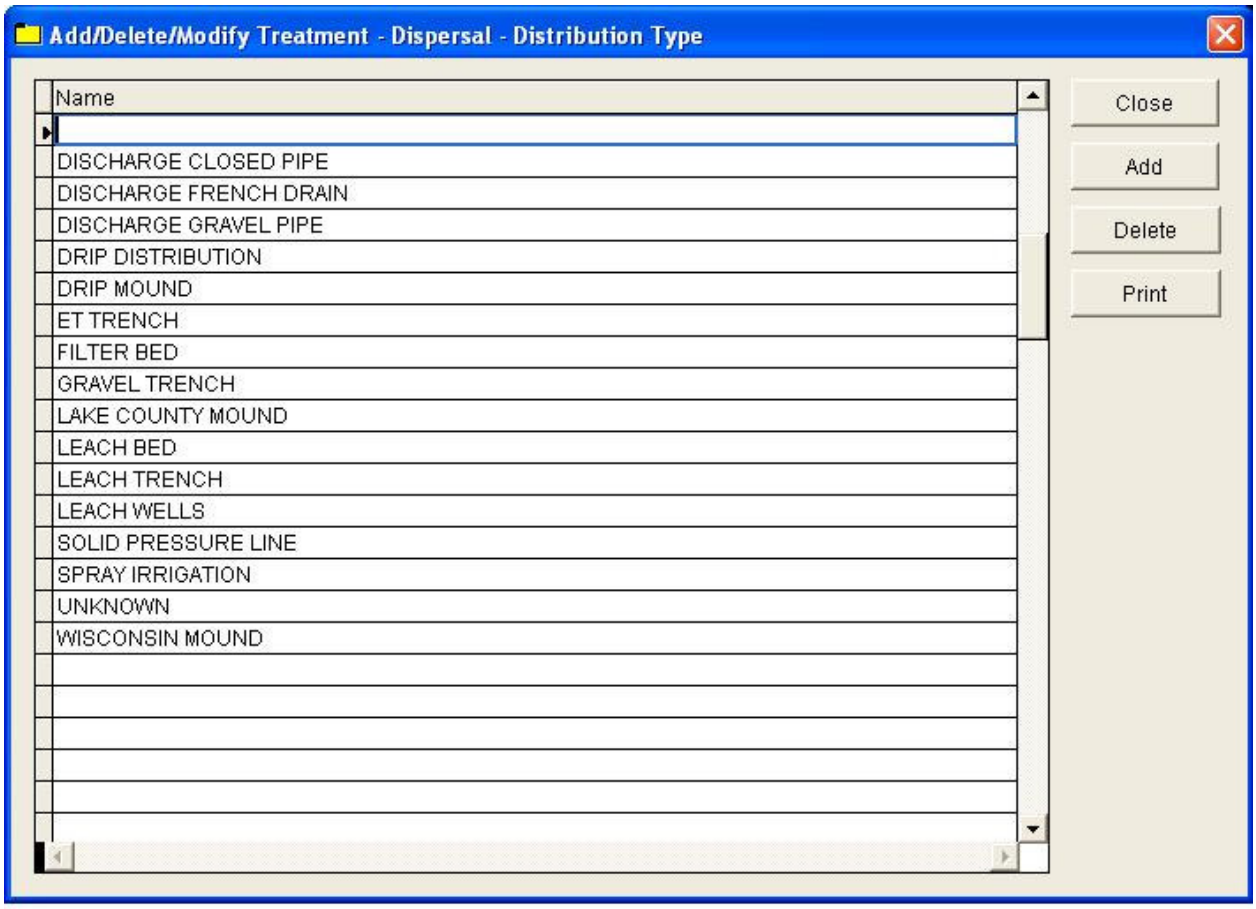
Field/Button	Description
Name	Enter the name of the other filter media
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Secondary – Other Filter Type



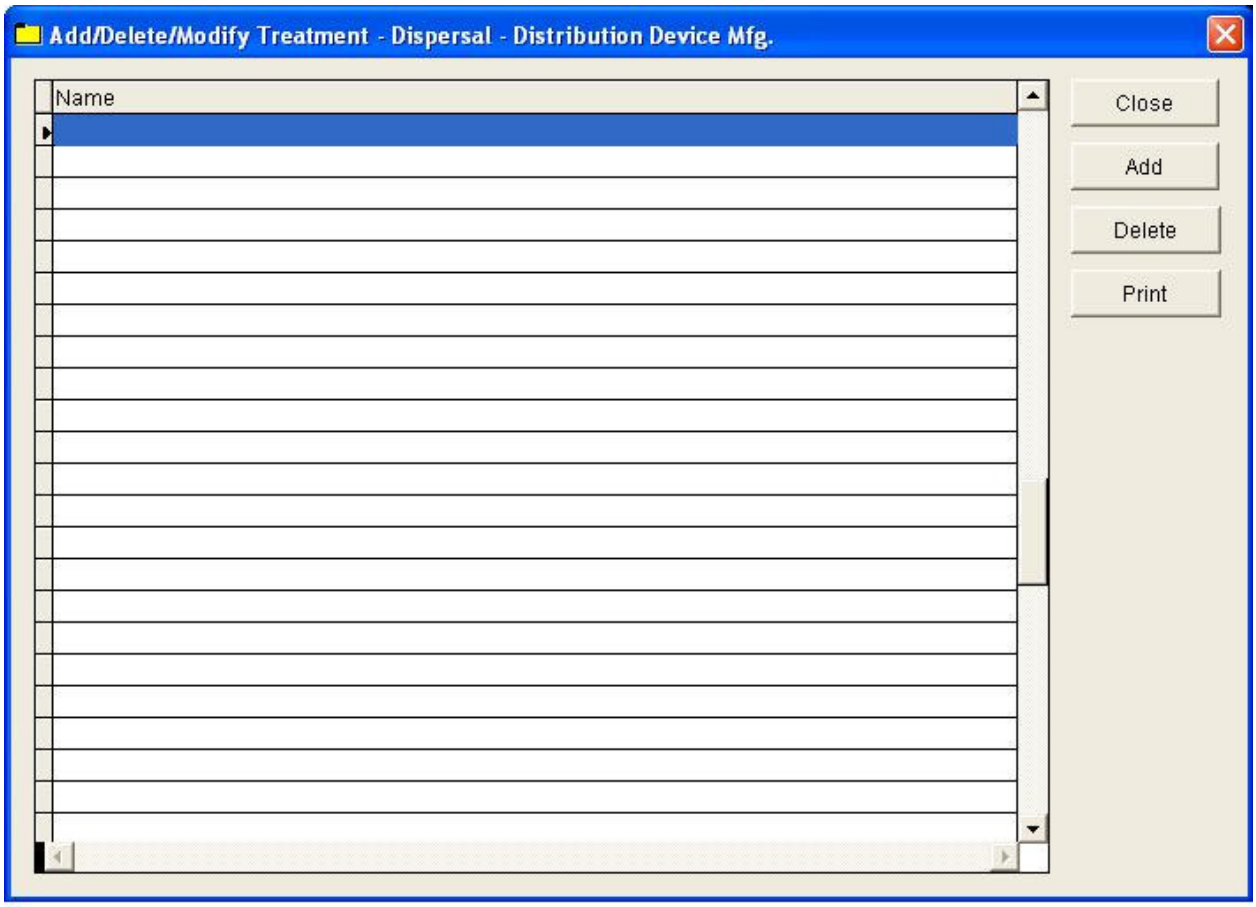
Field/Button	Description
Name	Enter the name of the other filter type
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Dispersal – Distribution Type



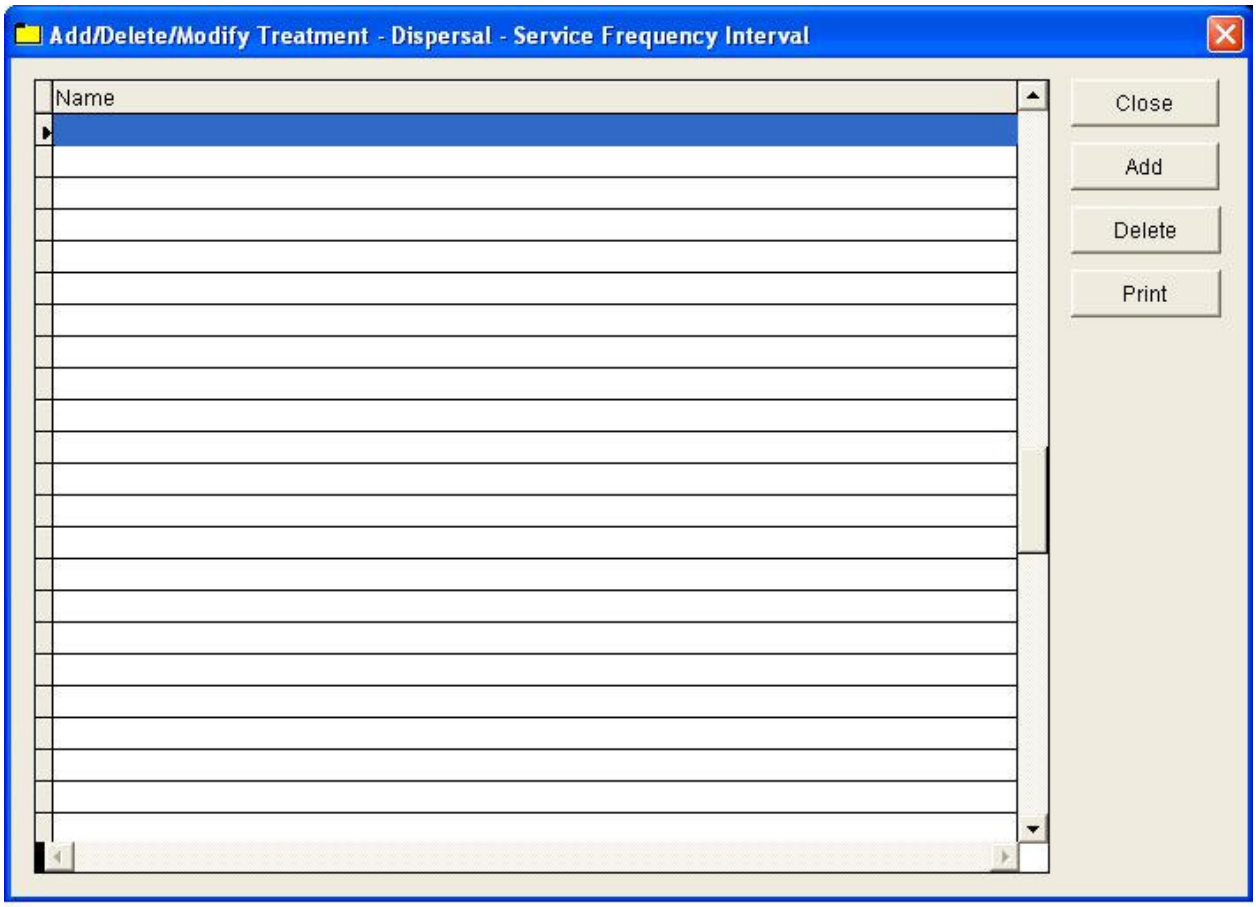
Field/Button	Description
Name	Enter the name of the dispersal distribution
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Dispersal – Distribution Device Mfg.



Field/Button	Description
Name	Enter the name of the distribution device manufacturer
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Treatment – Dispersal – Service Frequency Interval

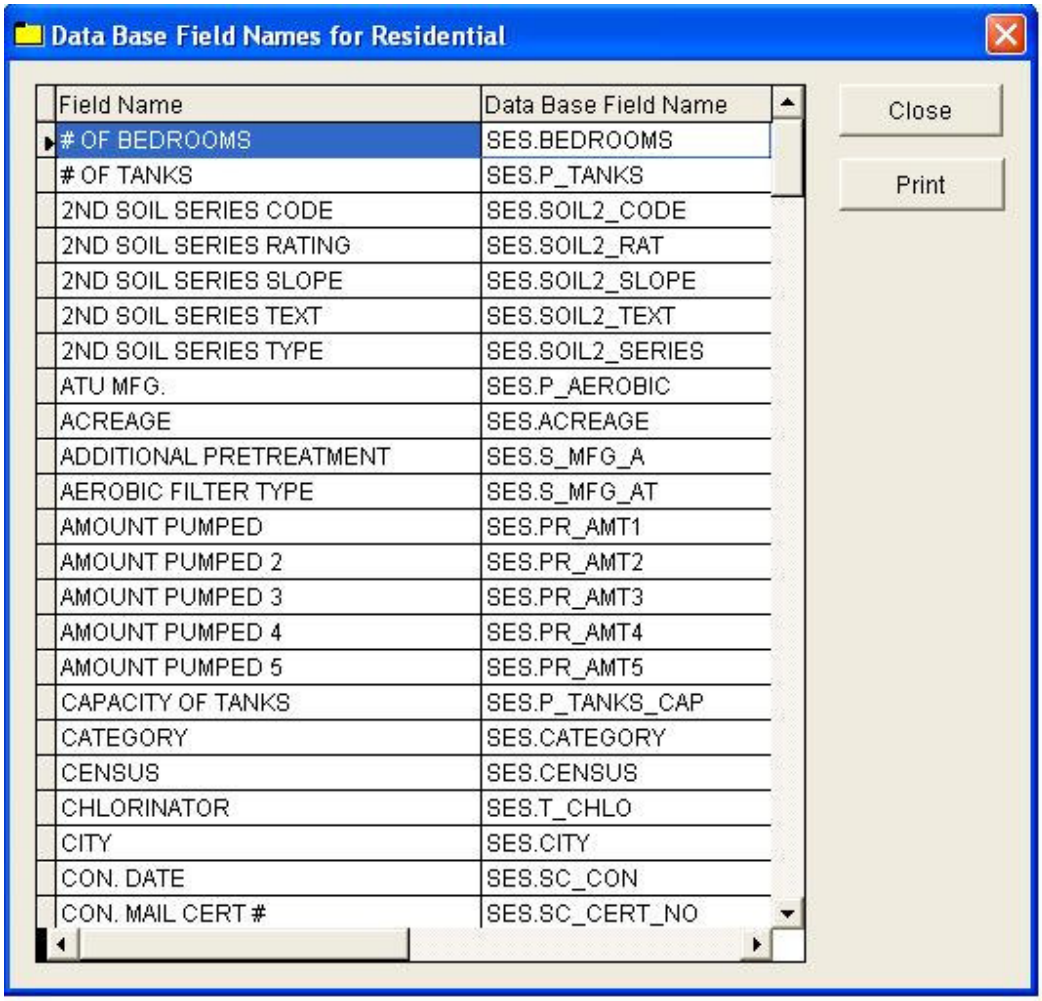


Field/Button	Description
Name	Enter the service frequency interval
Close Button	Closes the table
Add Button	Adds a name to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Field Names – Household Sewage Treatment Systems

Field Names – Household Sewage Treatment Systems Charge File

Field Names – Household Sewage Treatment Systems Inspection File

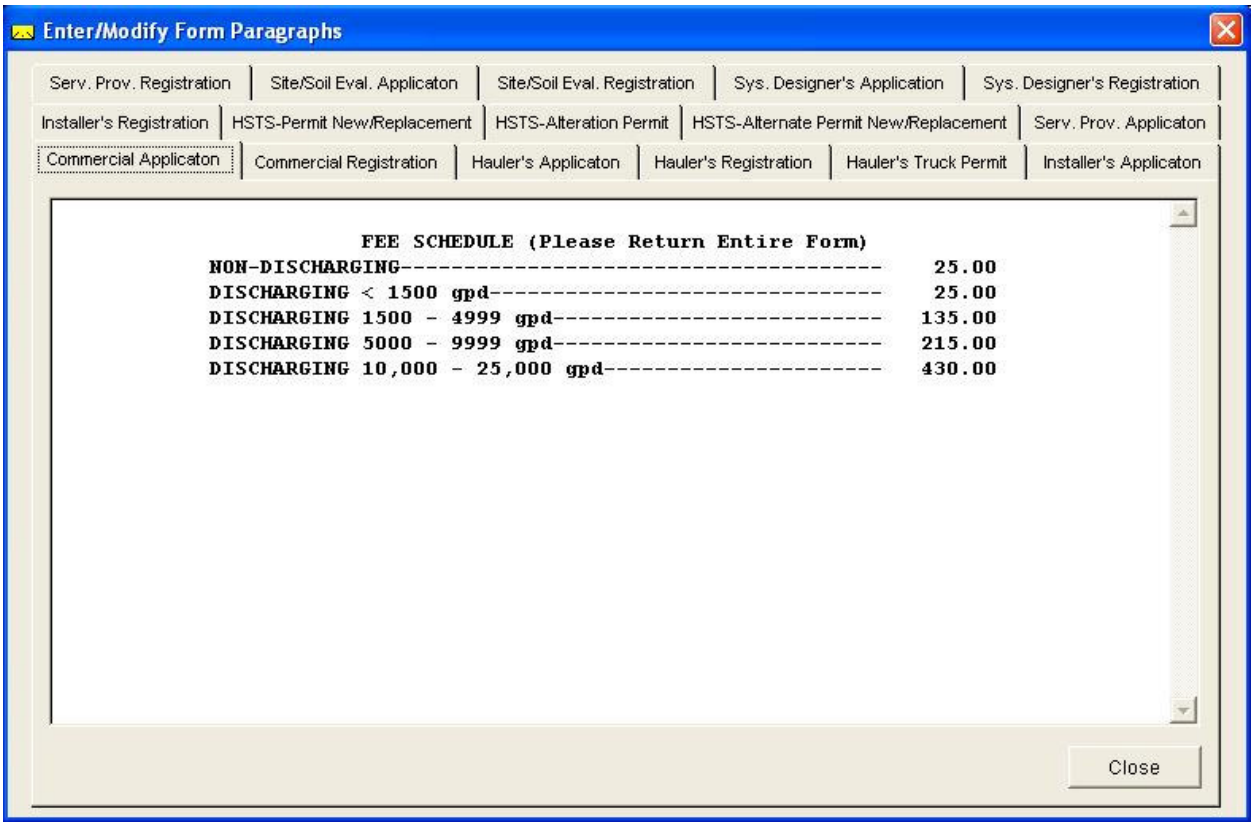


Field Name	Data Base Field Name
# OF BEDROOMS	SES.BEDROOMS
# OF TANKS	SES.P_TANKS
2ND SOIL SERIES CODE	SES.SOIL2_CODE
2ND SOIL SERIES RATING	SES.SOIL2_RAT
2ND SOIL SERIES SLOPE	SES.SOIL2_SLOPE
2ND SOIL SERIES TEXT	SES.SOIL2_TEXT
2ND SOIL SERIES TYPE	SES.SOIL2_SERIES
ATU MFG.	SES.P_AEROBIC
ACREAGE	SES.ACREAGE
ADDITIONAL PRETREATMENT	SES.S_MFG_A
AEROBIC FILTER TYPE	SES.S_MFG_AT
AMOUNT PUMPED	SES.PR_AMT1
AMOUNT PUMPED 2	SES.PR_AMT2
AMOUNT PUMPED 3	SES.PR_AMT3
AMOUNT PUMPED 4	SES.PR_AMT4
AMOUNT PUMPED 5	SES.PR_AMT5
CAPACITY OF TANKS	SES.P_TANKS_CAP
CATEGORY	SES.CATEGORY
CENSUS	SES.CENSUS
CHLORINATOR	SES.T_CHLO
CITY	SES.CITY
CON. DATE	SES.SC_CON
CON. MAIL CERT #	SES.SC_CERT_NO

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

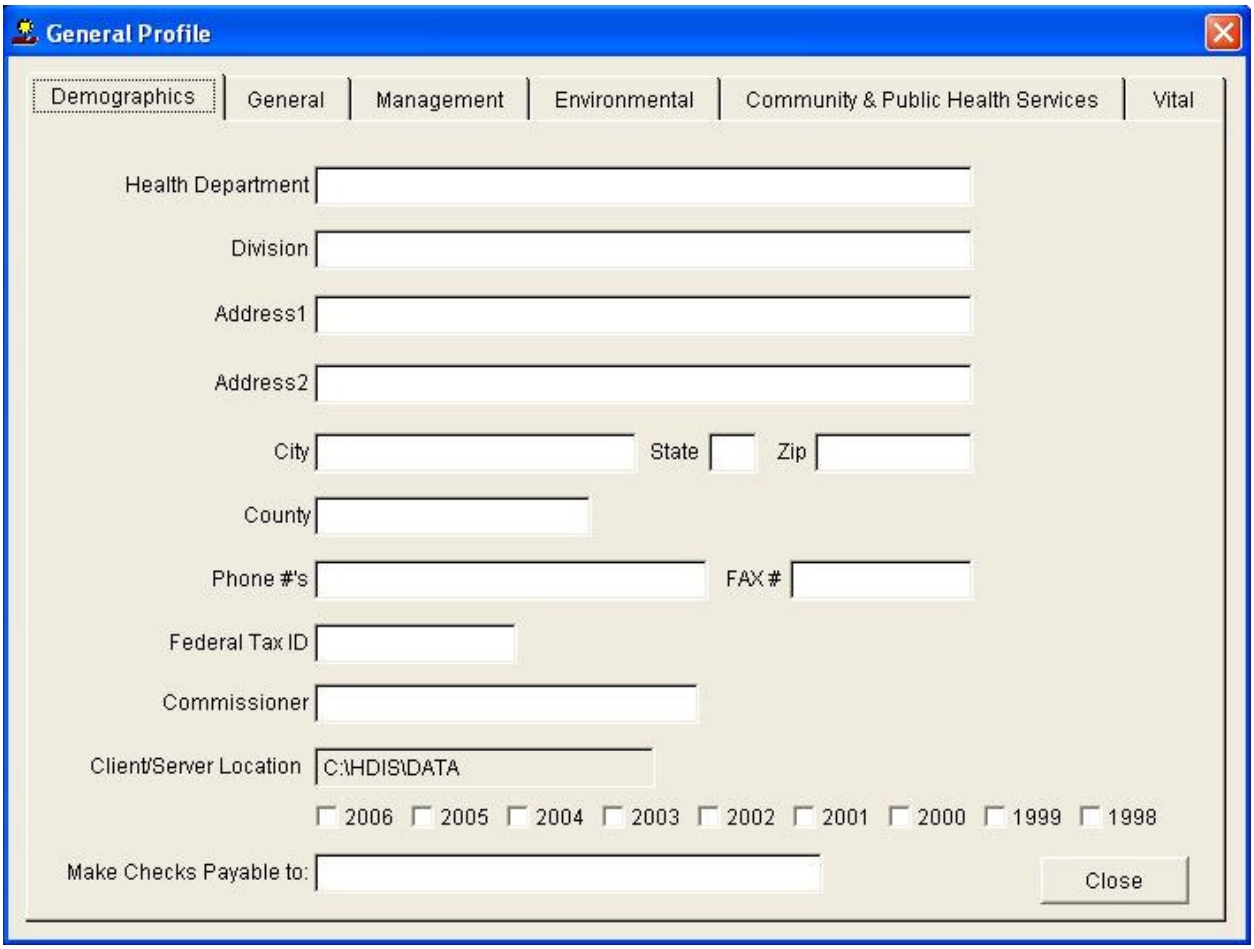
Forms (Applications/Licenses)



HSTS-Permit New/Replacement
HSTS-Alteration Permit
HSTS-Alternate Permit New/Replacement

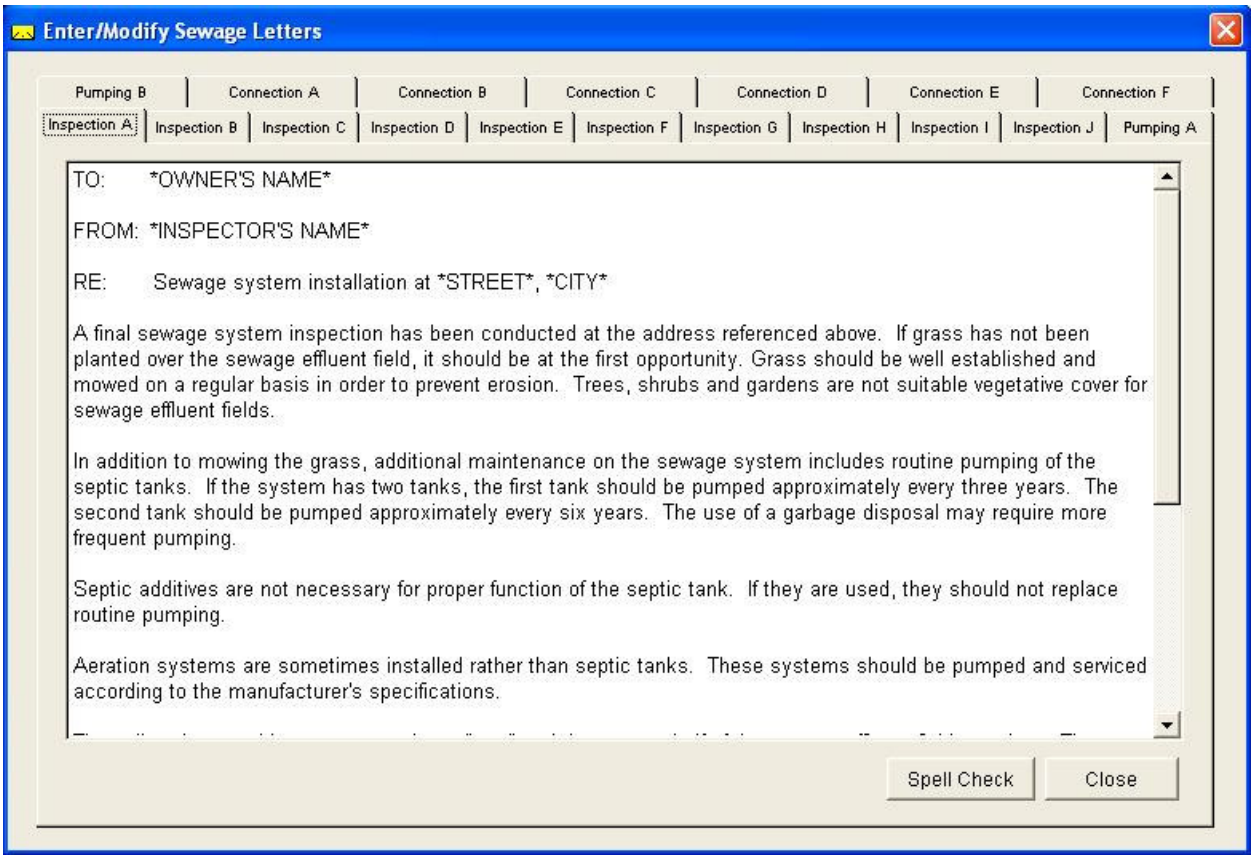
Enter information pertinent to your county's rules and regulations for household sewage treatment systems. This information will print on the permit.

General Profile



The **General Profile** allows you to fill out the basic information regarding your health department.

Letters – Household Sewage Treatment Systems

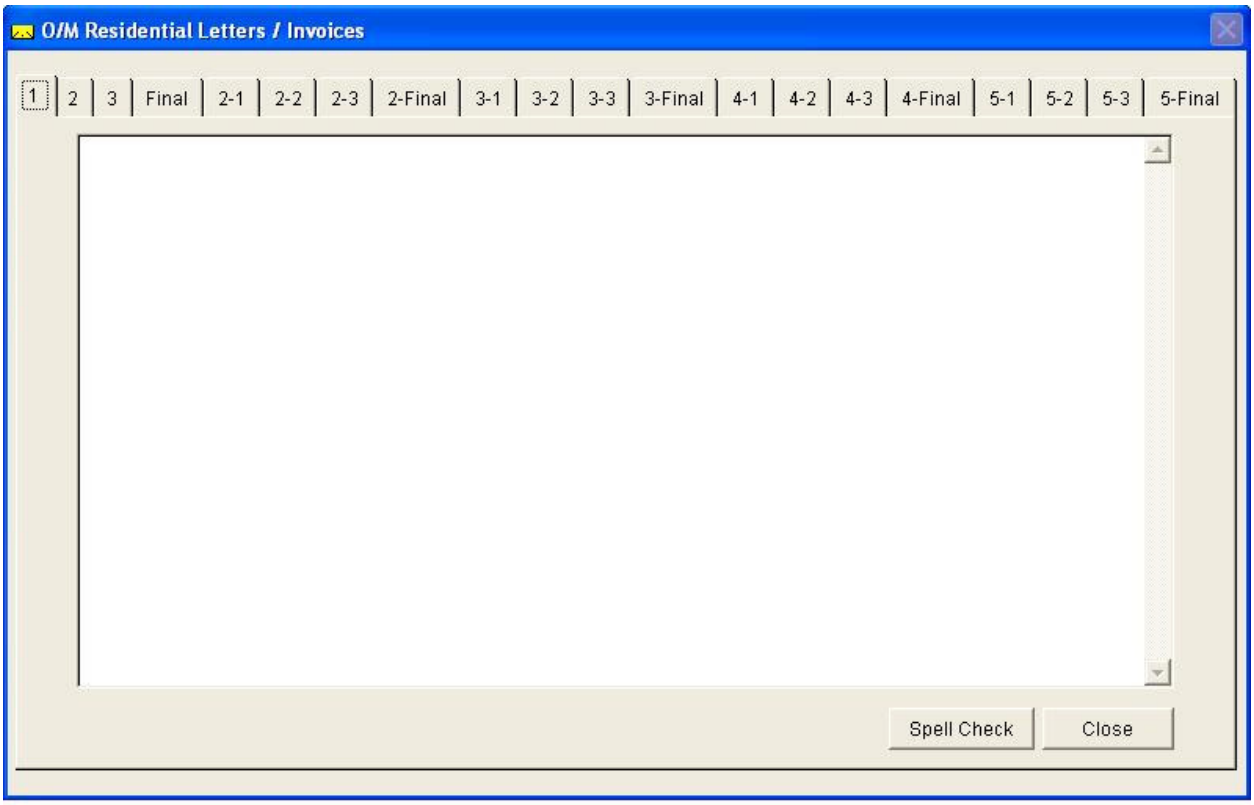

Enter/Modify Sewage Letters
Pumping B
Connection A
Connection B
Connection C
Connection D
Connection E
Connection F
Inspection A
Inspection B
Inspection C
Inspection D
Inspection E
Inspection F
Inspection G
Inspection H
Inspection I
Inspection J
Pumping A
TO: *OWNER'S NAME*
FROM: *INSPECTOR'S NAME*
RE: Sewage system installation at *STREET*, *CITY*
A final sewage system inspection has been conducted at the address referenced above. If grass has not been planted over the sewage effluent field, it should be at the first opportunity. Grass should be well established and mowed on a regular basis in order to prevent erosion. Trees, shrubs and gardens are not suitable vegetative cover for sewage effluent fields.
In addition to mowing the grass, additional maintenance on the sewage system includes routine pumping of the septic tanks. If the system has two tanks, the first tank should be pumped approximately every three years. The second tank should be pumped approximately every six years. The use of a garbage disposal may require more frequent pumping.
Septic additives are not necessary for proper function of the septic tank. If they are used, they should not replace routine pumping.
Aeration systems are sometimes installed rather than septic tanks. These systems should be pumped and serviced according to the manufacturer's specifications.
Spell Check
Close

The HDIS system provides you the flexibility to write standard letters for your household sewage treatment systems that can be sent to clients. These letters will pull data through use of the *.

The * is placed on each end of the field name that you want to pull into the letter. Use capital letters to describe the field name.

Example: *OWNER* = TOM GORDON

O/M Letters/Invoices

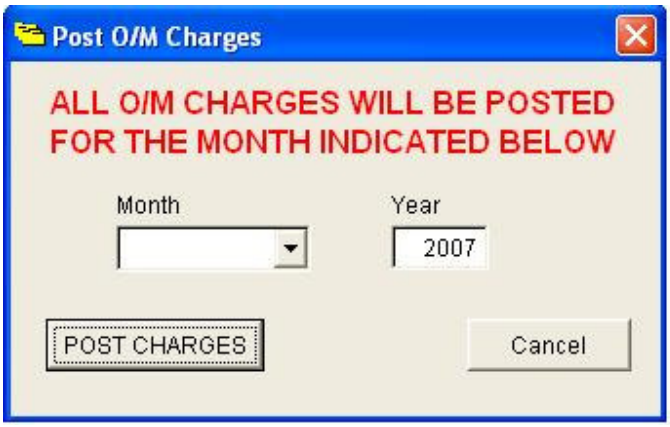


The HDIS system provides you the flexibility to write standard O/M letters and invoices that can be sent to clients. These letters will pull data through use of the *.

The * is placed on each end of the field name that you want to pull into the letter. Use capital letters to describe the field name.

Example: *OWNER* = TOM GORDON

O/M Maintenance – Post O/M Charges



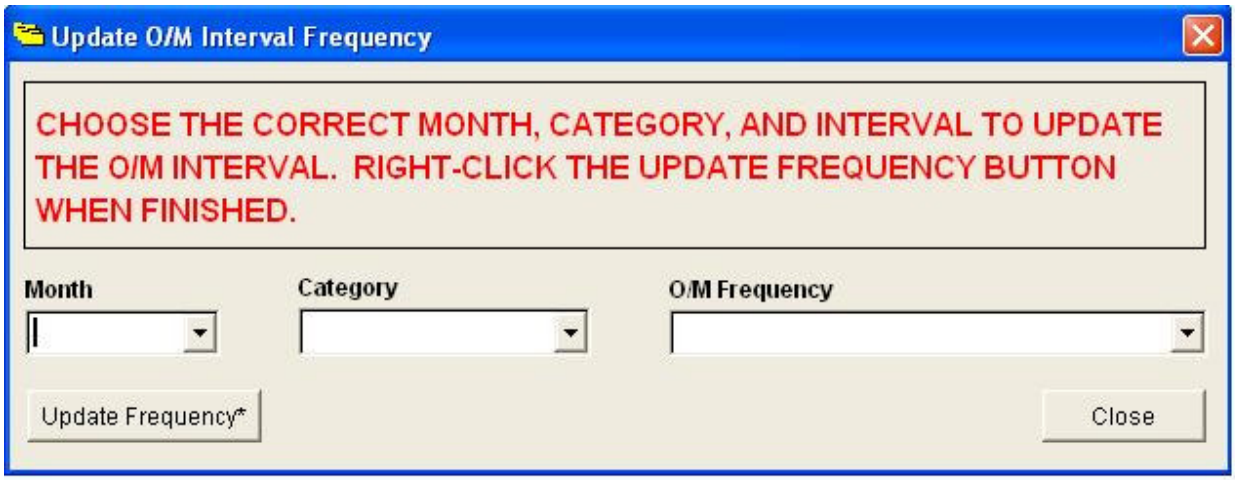
Once you have set up your O/M Addresses to be inspected, this routine will automatically post the charges the following year. Usually, you would post charges by the O/M month assigned.

O/M Maintenance – Post O/M Late Fee

Post O/M Late Fee
A 25% LATE FEE WILL BE POSTED TO ALL RESIDENTS WITH AN OUTSTANDING BALANCE. PLEASE SELECT THE O/M MONTH AND CLICK POST LATE FEE
Month
Post Late Fee*
Close

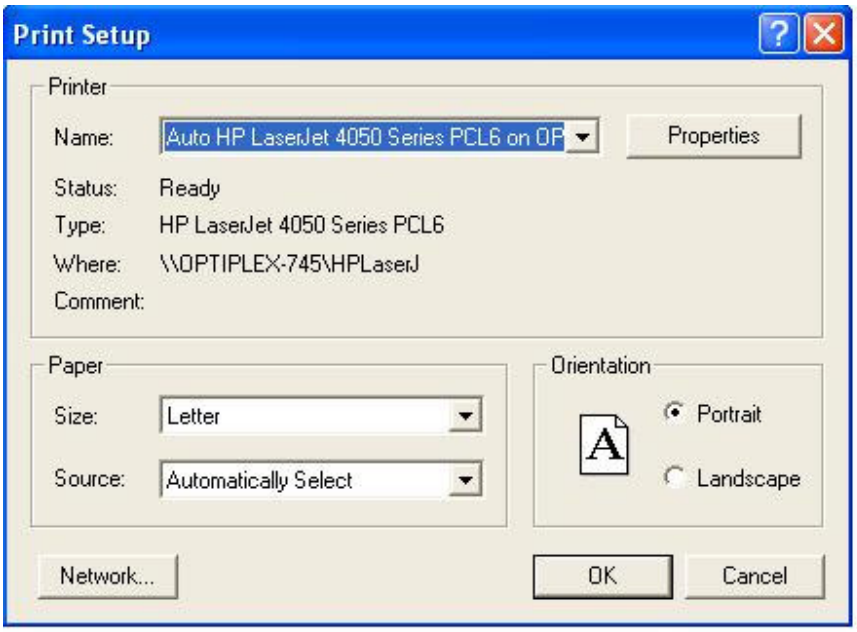
You may post a late fee on any O/m that has not paid. Select the month for addresses that have not paid, post the fee and then print your notice letters.

O/M Maintenance – Update O/M Interval Frequency


Update O/M Interval Frequency
CHOOSE THE CORRECT MONTH, CATEGORY, AND INTERVAL TO UPDATE THE O/M INTERVAL. RIGHT-CLICK THE UPDATE FREQUENCY BUTTON WHEN FINISHED.
Month
Category
O/M Frequency
Update Frequency*
Close

Use this utility to change O/M frequencies for any category.

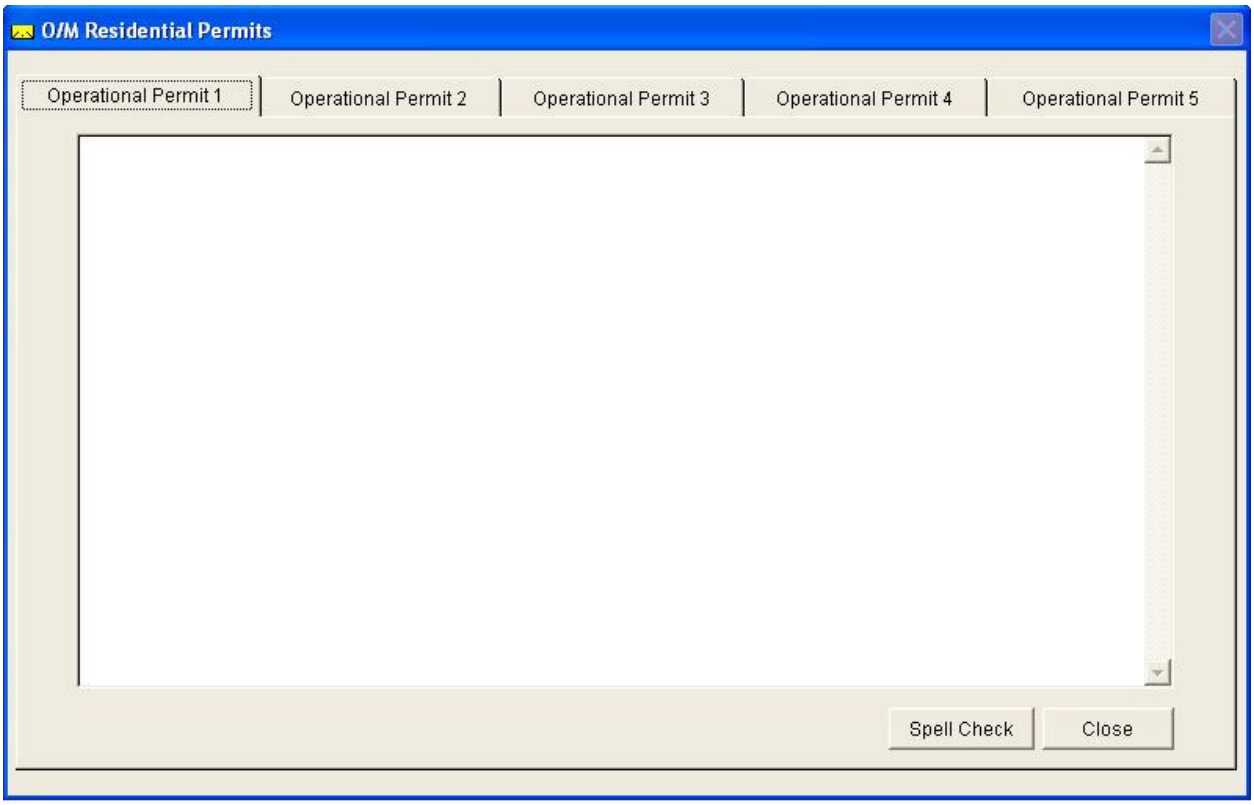
Print Setup



The print setup allows you to choose from what printer you would like to print.

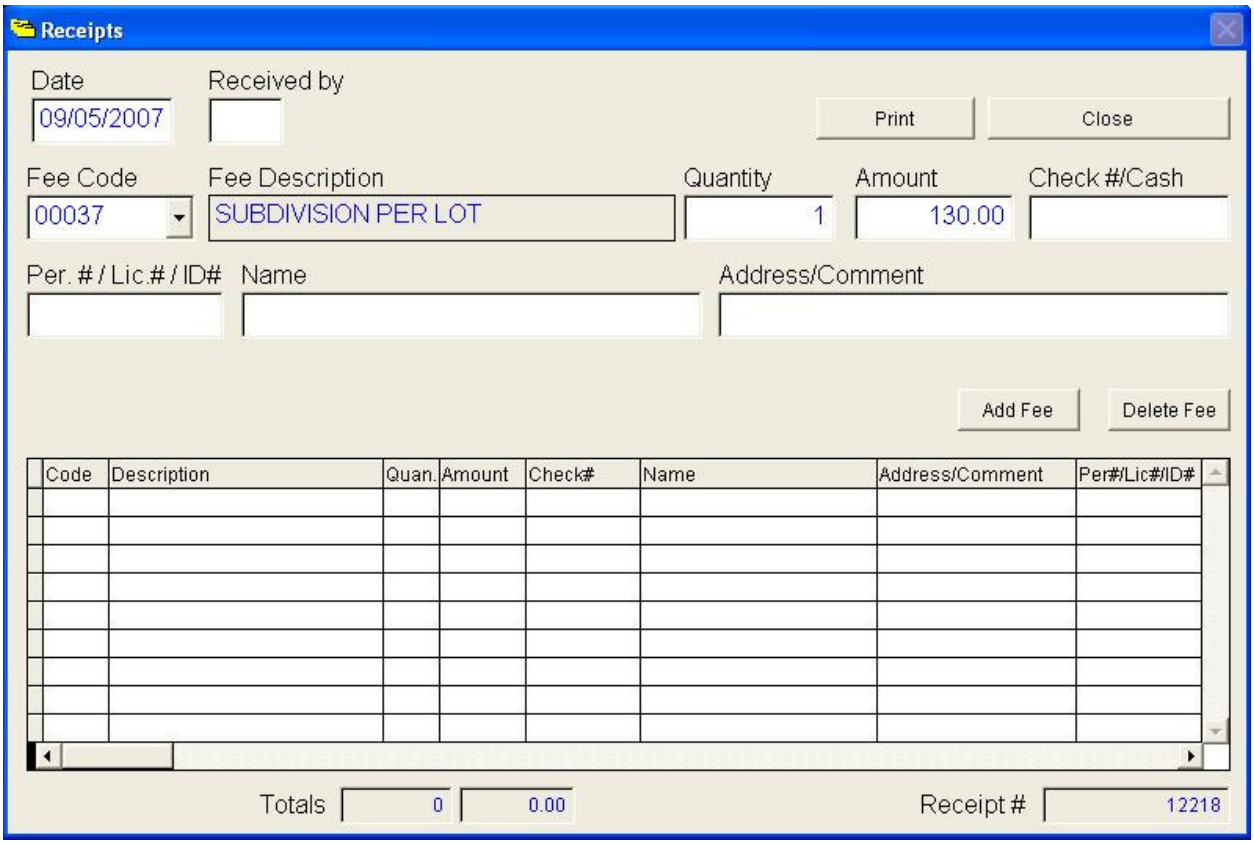
Pick the printer in the name dropdown and click “**OK**”.

O/M Residential Permits



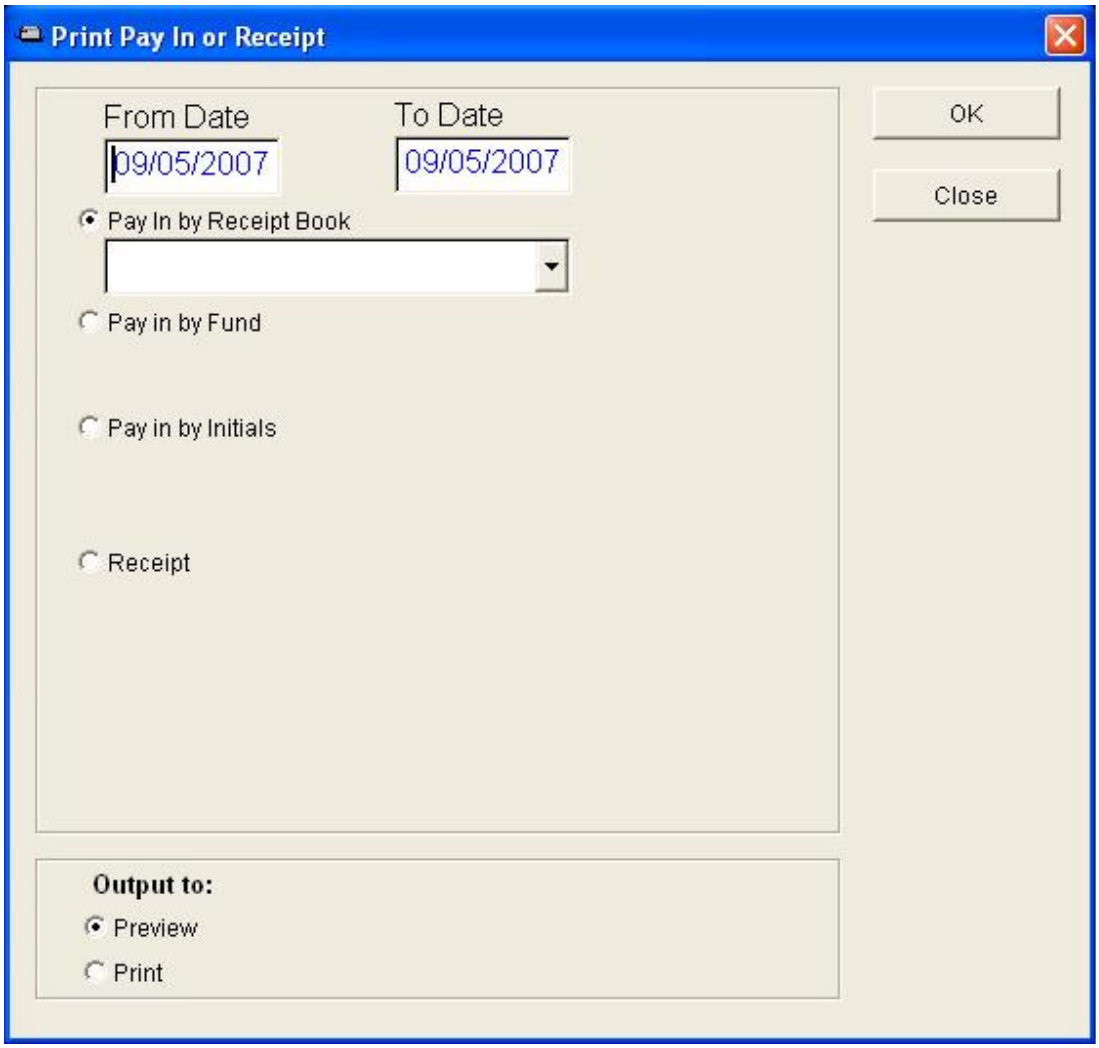
Build your Operational Permits in the window shown above.

Receipts



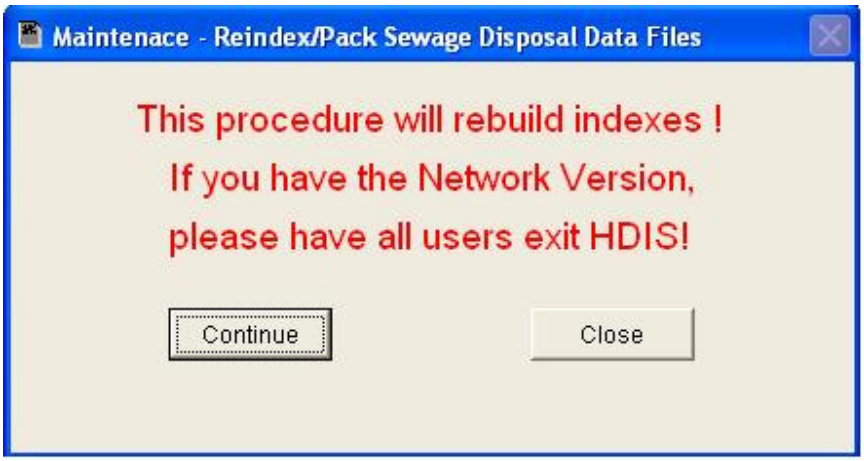
If your health department has the "**Receipts**" module, you have the capability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the data entry windows by pressing the **ALT-R** keys.

Receipts Pay In Report



If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

Reindex/Pack Sewage Disposal Data Files


Maintenace - Reindex/Pack Sewage Disposal Data Files
This procedure will rebuild indexes !
If you have the Network Version,
please have all users exit HDIS!
Continue
Close

This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.

CHC **Software, Inc.**
Specialist in Comprehensive Health Care Software
helpdesk@hdis.org

CHC **Software, Inc.**
Specialist in Comprehensive Health Care Software
helpdesk@hdis.org